Exhibitor Services Manual

Eastern Analytical Symposium
November 18-20, 2013
Garden State Convention Center
Somerset, NJ

Presented By

Yesterday's Values *Tomorrow's Vision* *Delivered Today*

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Metropolitan Exposition Services, Inc.

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August 1, 2013

This Exhibitor Service Manual contains the information you will need in order to successfully set up your booth to exhibit at the 2013 Eastern Analytical Symposium. It was prepared by Metropolitan Exposition Services (MES), the official EAS decorator. All of us at EAS and MES want your participation in the Exposition of the 2013 EAS to be both productive and safe. Several important points to remember:

1. **By October 1, 2013, the Exhibitor shall supply to EAS a Certificate of Insurance for the Exhibitor's Liability Coverage, as detailed in the contract**. Standard minimum coverage required is $1,000,000 Personal Injury and $1,000,000 Property Damage for each incident. Please mail the certificate to Sheree Gold at EAS, P.O. Box 633, Montchanin, DE 19710-0633 or email it to her at easinfo@aol.com.

2. The Exhibitor must inform EAS and MES if the Exhibitor plans to use the services of any contractor not expressly endorsed by EAS, using the Order Forms in this Exhibitor Service Manual. The Exhibitor must also provide Certificates of Insurance to EAS for his appointed contractors prior to exhibit set-up.

3. **The Exhibitor must complete setup of exhibits by 7:00 p.m. on Sunday, November 17, 2013**. The Exposition opens promptly at 9:00 a.m. on Monday, November 18 through Wednesday, November 20, and closes at 4:00 p.m. each day. There is no Exposition or Technical Program on Thursday, November 21, 2013.

4. **The Exhibitor must not bring persons younger than 18 years of age onto the Exposition Floor during Exhibitor Move-in, Set-up, Dismantle, and Move-out**. Children are permitted on the Exposition Floor during show hours if permission has been granted by the Exposition Director. Infants may attend the Exposition only if carried by a parent. No strollers are permitted on the Exposition Floor.

5. **No Smoking is permitted anywhere in the Garden State Exhibit and Convention Center during the 2013 EAS.**

Thank you for your assistance in making the 2013 EAS a success.

Important Exhibitor Deadlines
Eastern Analytical Symposium
Somerset, New Jersey
November 18-20, 2013

May 28	Submission of Exhibitor Descriptions begins
June 6	Housing Information posted on EAS web site
July 24	Sign up for Technology Tour begins
August 1	Exhibitor Service Manual posted on EAS web site
September 1	Invited Customer Vouchers mailed out to exhibiting companies
September 3	Exhibitor registration begins on EAS web site
September 19	Early Bird deadline to order lead retrieval equipment from CompuSystems
October 1	Insurance Certificate due to EAS.
October 1	Deadline to submit your exhibitor description for final program, on EAS web site
October 18	Deadline for advance ordering of lead retrieval equipment from CompuSystems
October 14	Shipments may begin arriving at the MES warehouse
November 4	Deadline to request a backwall sign
November 4	Deadline to order furniture and carpet from MES to get the advance order discount
November 1	Deadline to cancel lead retrieval equipment and still get a refund
November 7	Deadline to order electric service, telephone service, banner hanging, and booth cleaning from convention center
November 11	Deadline for advance shipments to MES without a late delivery surcharge
November 17	Exhibitor registration area open from 7:30 a.m. to 5 p.m. Exhibitor booth installation begins at 8 a.m. Continues until 7 p.m.
November 18	Exposition open from 9 a.m. to 4 p.m.

November 19 Exposition open from 9 a.m. to 4 p.m.

November 19 Plenary session takes place at 4:30 p.m. at the DoubleTree Hotel Ballroom. All conferees and exhibitors are invited to attend. Free beverages and snacks will be served.

November 20 Exposition open from 9 a.m. to 4 p.m.
Dismantle begins at 4 p.m. and continues until 10 p.m.
All exhibits must be packed by 10 p.m.

November 21 All exposition equipment off the floor by noon.

2013 Eastern Analytical Symposium
Garden State Exhibit and Convention Center

MOVE IN SCHEDULE

Exhibitor Move In will occur on Sunday, November 17, 2013. All freight sent in advance to the warehouse of MES (the decorating and drayage contractor for the 2013 EAS) will be delivered to the booths by 8:00 a.m.

The unloading of trailers, trucks, vans, and cars making deliveries directly to the Garden State Exhibit and Convention Center will begin at 8:00 a.m. on Sunday, November 17, 2013.

Display installation will be permitted starting at 8:00 a.m. on Sunday, November 17, 2013 and must be completed by 7:00 p.m. on Sunday, November 17, 2013. These set up hours apply to those exhibitors who will set up their booths themselves. Otherwise refer to MES requirements for the earliest time for ordering labor. **No set up will be allowed on Monday, November 18, 2013.** Please pick up Empty stickers at the MES Service desk in the Exposition area. You must have all containers emptied and marked with Empty stickers by 5:00 p.m. on Sunday, November 17, 2013 so that they can be removed before the aisle carpet is installed.

MOVE OUT SCHEDULE

The Exposition closes at 4:00 p.m. on Wednesday, November 20, 2013. Aisle carpet will be rolled up, then empty crates and containers will be returned to booths. Exhibitors can start dismantling immediately upon the close of the show. There will be labor available to load out cars, vans, and trucks immediately upon the close of the show. Exhibitors with large exhibits wishing to have their display picked up on Wednesday night will have to confirm in advance with the Freight Department of MES.

Display dismantling will commence at 4:00 p.m. on Wednesday, November 20, 2013 and will proceed until about 10:00 p.m. Breakdown of exhibits prior to 4:00 p.m. is not permitted. All booths/equipment must be packed by 10:00 p.m. on Wednesday, November 20, 2013. You must advise your truckers to check in with the MES Service Desk by 10:00 a.m. on Thursday, or your freight may be reassigned to another trucking firm. All exhibits and equipment must be removed from the show floor by 12:00 noon on Thursday, November 21, 2013.

If you have questions concerning the above scheduling, please contact:

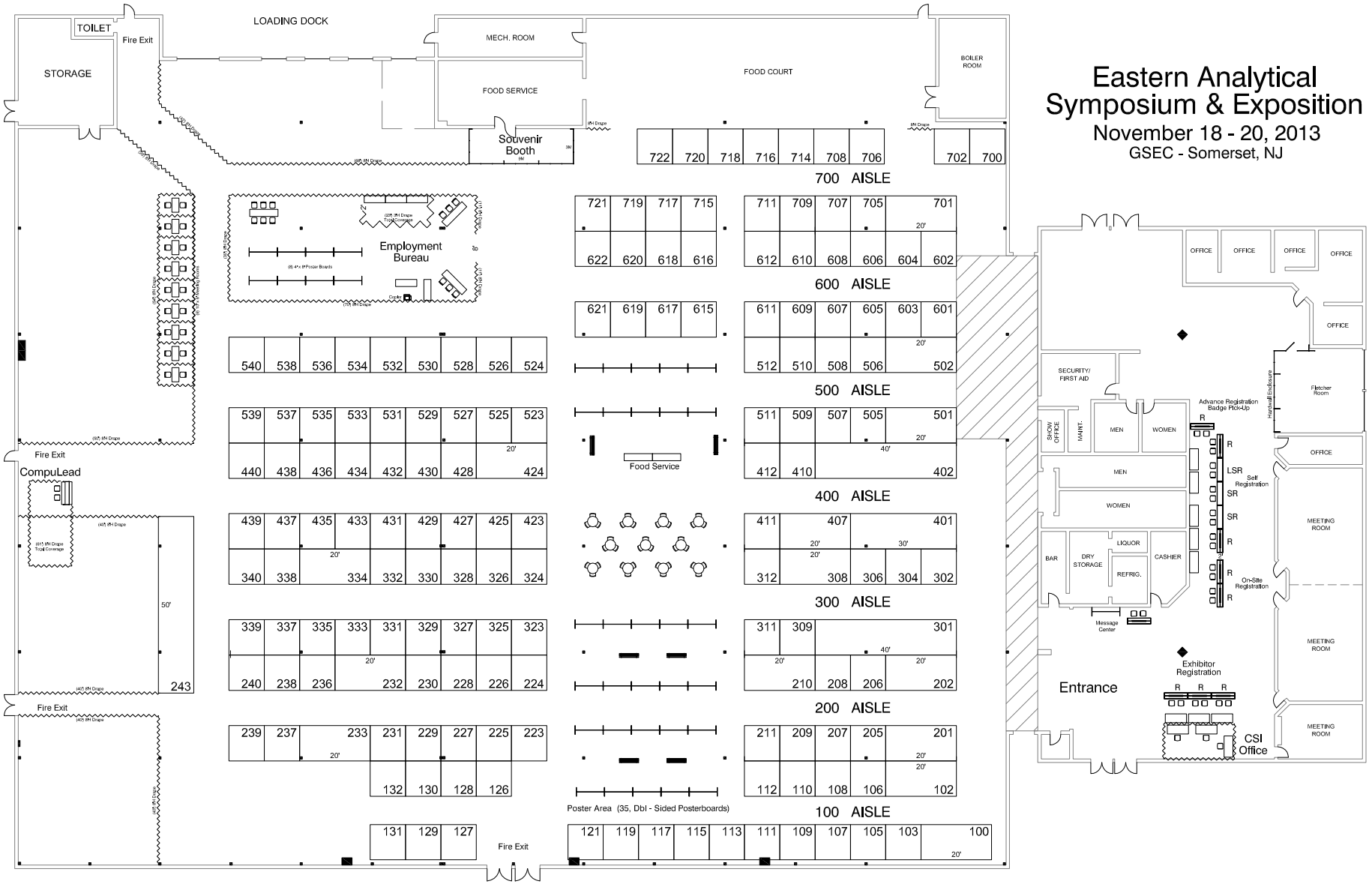
Mr. James Hodgins
Metropolitan Exposition Services
201-994-1300

Thank you for your cooperation!

Eastern Analytical Symposium & Exposition

November 18 - 20, 2013

GSEC - Somerset, NJ



Sign for Booth Backwall Drape

A Booth Identification Sign (7 inches by 42 inches) for hanging on the Backwall Drape of your booth will be provided at no charge upon request.

Most exhibitor booths have a backwall which will cover the sign. Exhibitors with tabletop displays usually have a large poster or banner that covers the sign.

If you wish to order a backwall drape sign, please legibly indicate the copy below:

Mail or fax this form by October 21, 2013 to:

Jim Hodgins
Metropolitan Exposition Services
115 Moonachie Avenue
Moonachie, NJ 07074

Fax: 201-994-1350

Please do not order the sign if you are going to cover it with any part of your booth

Thanks for your assistance.

Please print your company name as you would like it to appear on your sign:

Company Name:_____

Booth Number:_____

2013 Eastern Analytical Symposium
Submission of Exhibitor Description
August 1, 2013

You may now submit or revise the exhibitor description for your company, which will appear in the List of Exhibitors on the EAS web site, and which will also be used in the Final Program Book for the 2013 Eastern Analytical Symposium. You may edit or change your description as many times as you wish between now and October 1, 2013. The version of your description which appears on our web site on October 1, 2013 will be used for your listing in the Final Program.

Detailed instructions on how to edit/change or submit your description are provided below. Please carefully read the appropriate set of instructions before proceeding.

Returning Exhibitors from 2012:

If you exhibited with us in 2012, please first check your existing description on our web site. You can do this by going to the EAS web site, www.eas.org. Click on the List of Exhibitors label under the Exposition heading, on the blue bar near the top of the page. You can then use the cursor to scroll down to your company's listing.

If you would like to edit or change the existing listing, please cut and paste the following link into your browser:

http://www.eas.org/ewl/findall.html

There is a username and password for this function.

The username is eas

The password is exhibitor2013

Once you have provided that information, the page will ask for the company name and web site address as it appears on your current listing. When you complete those blanks on the form and click on "Find Exhibitors" your listing from last year should appear. You can then follow the instructions on the screen to edit or change your listing. When you have finished making changes, click on "Update Exhibitor Information" and your listing will be updated.

When you have successfully completed the process, you will receive an e-mail confirmation.

New Exhibitors:

If you did not exhibit with us in 2012 or your exhibitor description does not currently appear on our web site, please follow these procedures.

Please cut and paste the following link into your browser:

http://www.eas.org/ewl/ewlnew.php

There is a username and password for this function.

The username is eas
The password is exhibitor2013

Please follow the instructions on the screen to submit your exhibitor description. Once you have successfully input your description, you will receive an e-mail confirmation.

If you have questions concerning submission of your exhibitor description, please contact Sheree Gold at 610-742-4981 or easinfo@aol.com.

2013 Eastern Analytical Symposium
Pre-Registrants Lists

Pre-registrants lists will be made available to exhibiting companies at no charge this year in order to assist you in publicizing your presence at the show. **Note that the lists contain only the following fields:**

1. Name
2. Company Name
3. Address Line 1
4. Address Line 2
5. City
6. State
7. Zip Code
8. Country (if other than US)

No emails, faxes, or phone numbers will be provided, per EAS policy.

OPTION #1
A listing with the names and complete mailing addresses of all pre-registrants for the 2013 EAS. This listing includes the following registration categories:

- Full Conferees
- Invited Speakers
- Contributing Speakers
- EAS Committee Members
- Exhibit-Only
- Exhibitor Personnel
- Students

OPTION #2

A listing with the names and complete mailing addresses of all non-exhibitor pre-registrants for the 2013 EAS. This listing includes the following registration categories:

- Full Conferees
- Invited Speakers
- Contributing Speakers
- EAS Committee Members
- Exhibits-Only
- Students

- There is no charge for the provision of the pre-registrants list to exhibiting companies, however only one request will be filled per exhibiting company. The names and addresses will be provided as an e-mail attachment, which can be opened using excel.
- The names and addresses are provided for your use only, and you may not give, sell, or rent the names and addresses to any other entity without our prior written approval.
- Note that advance registration for the meeting began on July 15, and that the closer to the meeting date you make your request, the more leads you will receive.

If you would like to receive a Pre-Registrants List for the 2013 EAS, please send an email message to Sheree Gold at easinfo@aol.com containing the following information:

1. Name of the person requesting the list
2. Name of the exhibiting company
3. Which list option you want (Option #1 or Option #2, as described above)
4. The email address to which you want the list sent.

If you have questions concerning the pre-registrants lists, please contact Sheree Gold at 610-742-4981 (cell), 610-485-9467 (fax), or easinfo@aol.com (email).

Housing at the 2013 Eastern Analytical Symposium

EAS has blocks of rooms reserved at two hotels: The Doubletree Hotel Somerset and the Holiday Inn Somerset. The Doubletree is connected to the Garden State Exhibit Center and all the Technical Sessions are held here. The Holiday Inn is located across the street and EAS offers free shuttle service. All the Short Courses are held at the Holiday Inn.

In order to obtain a reservation at either hotel, you may use the web site or use the toll-free phone number provided for each facility. You will need to provide a credit card number in order to guarantee your room. Please carefully read the information provided at each hotel's reservation website so that you are aware of any relevant cancellation penalties and dates. When you make your reservation, you will be provided with a confirmation; please retain it in case you need to modify your reservation.

Doubletree Hotel Somerset

200 Atrium Drive
Somerset, NJ 08873
732-469-2600
Toll-free number: 1-877-874-7124 or 1-800-222-8733
Room rate – **$159.00** per night,
plus tax, for either single or double occupancy.
Click here for on-line reservations
Block Code: EAS

Holiday Inn Somerset

195 Davidson Avenue
Somerset, NJ 08873
www.hisomersetnj.com
Toll-free number: 1-800-HOLIDAY or direct: 1-732-356-1700
Room rate – **$145.00** per night,
plus tax, for either single or double occupancy.
Click here for on-line reservations
Block Code: E13

Transportation

LOCATION:

The Garden State Exhibit Center (GSEC) is located in the central NJ community of Somerset, just minutes from New Brunswick. It is ideally situated between Philadelphia and New York. It is adjacent to exit 10 of I-287, making it easy to reach from throughout New Jersey and the Mid-Atlantic region using some of the following thoroughfares and freeways: the New Jersey Turnpike, the Garden State Parkway, I-78, I-95 and Routes 1, 22, 202 & 206.

AIR SERVICE:

NEWARK LIBERTY INTERNATIONAL AIRPORT (www.panynj.gov) is the closest airport, located approximately 45 minutes (25 miles) northeast of the GSEC. It is served by American, Continental, Delta, Midwest Express, Northwest, SAS, US Airways, United, and many other commuter, regional and international carriers.

RAIL SERVICE:

From the north, take AMTRAK (www.amtrak.com) to New York Penn Station, where you can connect to New Jersey Transit's Northeast Corridor line (www.njtransit.com) to New Brunswick, NJ. From the south, take AMTRAK to Trenton, NJ, where you can connect to New Jersey Transit's Northeast Corridor line to New Brunswick, NJ. From New Brunswick station, take a cab to the GSEC. Cabs are available at the taxi stand outside the station. Connecting services of commuter rail lines of Connecticut, NY Westchester County, and Long Island also arrive at New York Penn Station. From Trenton, connecting service by SEPTA to points in southeastern Pennsylvania and northern Delaware is available.

PARKING:

Are you worried about parking once you arrive at the GSEC? We've already made arrangements to clearly mark additional parking in overflow lots. Ample space is also available at the DoubleTree Hotel and Holiday Inn. Frequent complimentary shuttle bus service will run between the GSEC, the Holiday Inn and the DoubleTree Hotel for your convenience.

Driving to EAS?

Below are driving directions to the Garden State Exhibit Center from a variety of locations in New Jersey and the Mid-Atlantic Region.

From I-287 Northbound

Take Exit 10 [formerly Exit 6] (Route 527/New Brunswick/South Bound Brook). Follow Route 527 North to the first traffic light, and make a left turn onto Davidson Avenue. Continue on Davidson Avenue for one-half mile. The GSEC is one-half mile east on the left.

From I-287 Southbound

Take Exit 10 [formerly Exit 6] (Route 527/New Brunswick/South Bound Brook). Follow Route 527 North to the first traffic light, and make a left turn onto Davidson Avenue. Continue on Davidson Avenue for one-half mile. The GSEC is one-half mile east on the left.

From Northern New Jersey & New York via the Garden State Parkway

Take the Garden State Parkway to Exit 129 for I-287 North. Continue on I-287 to Exit 10 [formerly Exit 6] (Route 527/New Brunswick/South Bound Brook). Follow Route 527 North to the first traffic light, and make a left turn onto Davidson Avenue. Continue on Davidson Avenue for one-half mile. The GSEC is one-half mile east on the left.

From Northern New Jersey via I-78

Take I-78 West to Exit 29 for I-287 South. Continue on I-287 to Exit 10 [formerly Exit 6] (Route 527/New Brunswick/South Bound Brook). Follow Route 527 North to the first traffic light, and make a left turn onto Davidson Avenue. Continue on Davidson Avenue for one-half mile. The GSEC is one-half mile east on the left.

From Northern New Jersey/ Newark/New York via The New Jersey Turnpike or I-95

Take the New Jersey Turnpike (I-95) South to Exit 10 (Metuchen/Edison) to I-287 North. Continue on I-287 to Exit 10 [formerly Exit 6] (Route 527/New Brunswick/South Bound Brook). Follow Route 527 North to the first traffic light, and make a left turn onto Davidson Avenue. Continue on Davidson Avenue for one-half mile. The GSEC is one-half mile east on the left.

From South Jersey, Philadelphia, Delaware, and Maryland via The New Jersey Turnpike or I-95

Take the New Jersey Turnpike (I-95) North to Exit 10 (Metuchen/Edison) to I-287 North. Continue on I-287 North to Exit 10 [formerly Exit 6] (Route 527/New Brunswick/ South Bound Brook). Follow Route 527 North to the first traffic light, and make a left turn onto Davidson Avenue. Continue on Davidson Avenue for one-half mile. The GSEC is one-half mile east on the left.

Alternative Routing from the New Jersey Turnpike Northbound

Take the New Jersey Turnpike north to Exit 9 (New Brunswick). Exit onto Route 18 North towards New Brunswick – this requires that you be on the right as you exit the toll plaza. Continue north on Route 18 to the exit for Route 527 (Franklin Township/Somerset). Follow Route 527 – watch signs carefully since a left turn and then a right turn are required after you exit from Route 18. After passing under I-287 (after approximately 5 miles), make a left turn at the traffic light onto Davidson Avenue. Continue on Davidson Avenue for one half mile. The GSEC is one-half mile east on the left.

From South Jersey via The Garden State Parkway

Travel north on the Garden State Parkway to Exit 127 for I-287 North. Continue on I-287 North to Exit 10 [formerly Exit 6] (Route 527/New Brunswick/South Bound Brook). Follow Route 527 North to the first traffic light, and make a left turn onto Davidson Avenue. Continue on Davidson Avenue for one-half mile. The GSE C is one-half mile east on the left.

Travel to and from Newark Liberty Airport (EWR)

Rail and local taxi services combined are the least costly and most dependable means to go between Newark Liberty International Airport (EWR) and the Garden State Exhibit Center (GSEC) or EAS hotels.

Upon arriving at EWR, use the free AirTrain monorail from the terminal to the New Jersey Transit (NJT) rail station, where vending machines sell one-way tickets to New Brunswick via the NJT Northeast Corridor Line south. Exit the train at New Brunswick, turn left on the platform, walk to end stairs, and then down two flights to the street. Turn right from the stairs onto Wall Street for the taxi line and taxi office. Take a taxi to the GSEC or hotel. Take a business card from the driver. For return to EWR, call an hour in advance for a taxi to the New Brunswick NJT Station. In the NJT station, buy a ticket for EWR via the Northeast Corridor Line north. Use AirTrain to return to the terminal upon arrival at EWR. Information and schedules for AirTrain are found at **www.panynj.gov/airtrainnewark/**

RAIL SERVICES AND TAXIS FROM RAIL STATIONS:

- New Jersey Transit (NJT) passenger rail serves nearby New Brunswick from New York City, Newark Airport, Newark, and Trenton via the Northeast Corridor Line: **www.njtansit.com**
- NJT also serves nearby Bound Brook from Hoboken, Newark, and northern New Jersey connections, via the Raritan Valley Line: **www.njtransit.com**
- Connections to AMTRAK from NJT are available at New York Penn Station (northbound) and at Trenton, New Jersey (southbound).
- Taxi service is always available at New Brunswick NJT station, call:
  All Brunswick Taxi, phone 1-732-545-0900
- Taxi service from Bound Brook NJT station is only by advanced reservation, call:
  Bound Brook Trackside, phone 1-732-469-8991

AUTO RENTAL

Renting an auto at the airport can be an attractive alternative for easy access to the GSEC, nearby restaurants, and shopping, for visiting friends and colleagues, and for pre/post-EAS travel and tourism. Be sure to book your auto rental well in advance (e.g. at the time you book your air travel).

LIMOUSINE AND SHUTTLE SERVICES

Limousine and Shuttle Services offer economical ride-sharing door-to-door services from Newark Airport (EWR) to GSEC and EAS hotels in Somerset by tracking and coordinating car/shuttle reservations (cars, 3 passengers maximum; shuttle vans, 10 passengers maximum). Ride-share availability is subject to an individual passenger's arrival and departure schedules. Call for reservations at least 24 hours in advance, and be sure to mention EAS.

A Noble Limousine	1-800-779-7838; 1-609-490-1122	**www.noblelimousine.com**
Bridgewater Limousine	1-800-432-8706; 1-732-560-5466	**www.bridgewaterlimousine.com**
State Shuttle	1-800-427-3207; 1-973-729-0030	**www.stateshuttle.com**

All car services also offer private ride "airport to door" service. Call for reservations at least 24 hours in advance to one of the above-listed services or to one of the following services to secure a private-ride limousine:

A-1 Limousine	1-888-546-6888; 1-609-951-0700	**www.a1limo.com**
Eagle International	1-800-669-5460	**www.eaglelimo.com**
Olympic Airporter	1-800-822-9797	**www.olympicairporter.com**
Top Town Limousine Service	1-877-353-5466	**www.limoride.com**

Reserved cars and shuttle vans meet passengers at the Baggage Claim level of all airport terminals; nearby outside there is also a taxi stand attended by a dispatcher during peak hours. Unreserved taxis serve at flat rates, one price per car to destination, plus $1.00 per bag for luggage over 24 inches (60 cm.) in length.

Exhibitor Registration General Instructions
EAS 2013

1. An **"Exhibitor" Registration Badge** is required for all personnel who will be working in booths at the 2013 EAS. No other badge category will permit your personnel to work in the booth during show hours.

2. **Your company is entitled to four (4) free "Exhibitor" registrations per 10 feet of booth space. There is a charge of $70 per person over this quota.** If you exceed the quota you will need to provide a credit card to register additional exhibitor personnel. At midnight on November 10, you will no longer be able to add or delete badges from your quota. Companies that were billed for over quota badges, which at midnight on November 10 were no longer over quota, will receive credit card refunds post show.

3. If you will not be using all four of your "Exhibitor" registrations, the unused registrations may be converted to yellow Invited Customer Vouchers. Please contact Sheree Gold for details.

4. Each pre-registered Exhibitor must present identification at the Exhibitor Registration counter to receive their badge. Any Exhibitor personnel not pre-registered by November 10 must register on-site and present proof of their identity.

5. **Badges are not transferable. They cannot be exchanged between individuals.**

6. **Temporary Badges** will be issued to persons whose sole purpose is the Setup and Dismantling of booths. These badges will give them access to the floor only during setup and dismantling. No temporary badges will be issued to minors, due to insurance regulations.

7. **Exhibitor Badge Pickup and On-Site Registration** will be available in the Garden State Convention Center during the following hours:
Sunday, November 17, 2013 - 7:30 a.m. to 5:00 p.m.
Monday, November 18, 2013 - 7:30 a.m. to 4:00 p.m.
Tuesday, November 19, 2013 – 7:30 a.m. to 4:00 p.m.
Wednesday, November 20, 2013 – 7:30 a.m. to 4:00 p.m.

2013 Exhibitor Registration Procedures

In 2013, exhibitors will register their booth personnel using our web site registration system. If you do not wish to use the web site registration system, you may register your personnel on-site when you arrive at the meeting in November. **No faxed, mailed, or emailed registrations will be accepted.**

Exhibitor badges will not be mailed. They must be retrieved at the EAS Registration Area in the Garden State Convention Center. Badge pickup hours are listed on the reverse side of this page.

Instructions for Web Site Registration of Booth Representatives:

1. Exhibitor Registration will begin on September 3, 2013.
2. Access the EAS web site, www.eas.org.
3. On the blue bar near the top of the page is a label which says "Exposition." The first drop down item below that is a label which says "Exhibitor Info." Click on that label and the page will open. Please then click on the label which says "Exhibitor Registration" and the registration page will open.
4. **Use the User Name and Password for your company. The User Name is EAS13. The Password is your contract number for 2013, with the dash omitted. Your contract number is found on your booth invoice. It will also be emailed to you several days prior to the start of Exhibitor Registration.**
5. Add, delete, or change the information for your booth personnel whenever you wish until midnight on November 10, 2013.
6. Each time you make changes, you will receive a confirmation via e-mail telling you who is currently registered for your company as a booth representative.
7. At midnight on November 10, 2013, the Exhibitor Web Site Registration function will no longer accept additions, deletions, or changes. You will be able to see who is registered, but you will be unable to make any changes. Any changes past this point will need to be done on-site when you arrive at the meeting.
8. **All registrations in excess of the quota will be paid by credit card at the time of registration. Companies that pay for over quota registrations that at midnight on November 10 are no longer over quota, will receive credit card refunds post show.**

If you have questions or concerns about Exhibitor Registration, please contact Sheree Gold, Exposition Director, at 610-742-4981 or easinfo@aol.com.

Invited Customer Vouchers

On September 1, you will be mailed Invited Customer Vouchers (ICVs) for the 2013 Eastern Analytical Symposium. ICVs are intended to encourage your valued customers to visit you at the exposition at the 2013 EAS, without having to pay to attend. There are two different types of ICVs – yellow and blue.

You will be provided two yellow vouchers for each ten foot booth that you rented. These are free vouchers, which can be given to your customers to allow them to attend the exposition at no charge. You are not billed anything for these vouchers.

You will also be provided with a supply of blue vouchers. The blue vouchers are also for your use in encouraging your customers to visit the exposition at the 2013 EAS, although they are not free. For each voucher that you distribute to your customers which is redeemed at the meeting in November, you will be billed $40.00 post-show. This is significantly less than the cost of an expo-only registration which is $75.00.

Prior to distributing the blue vouchers to your customers, please complete the portion of the voucher which asks for your company name and signature. This will reduce delays and inconvenience for your customers when they arrive at the meeting and redeem the vouchers. The redeemed yellow and blue vouchers will be mailed back to you post-show, so that you can use the information on them for marketing purposes.

If you have questions concerning ICVs, or need to obtain additional copies of the blue vouchers, please contact me at 610-742-4981 or by e-mail at easinfo@aol.com.

Thank you for your support of the 2013 Eastern Analytical Symposium.

Sheree R. Gold
Exposition Director

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

Eastern Analytical Symposium
November 18-20, 2013
Garden State Convention Center

Metropolitan Exposition Services, Inc. is pleased to be the official Decorator and Service Contractor for Eastern Analytical Symposium, being held November 18-20, 2013, at the Garden State Convention Center.

Enclosed, you will find all the necessary information and order forms for this event. Please read and complete each form carefully and return completed forms to us as soon as possible so that we may provide you with expedient service.

EACH 10' x 10' EXHIBIT BOOTH INCLUDES:

- 8' high back wall drape (white, green)
- 3' high side rail drape (white)
- wastebasket

Please note that the exhibit area is not carpeted.

EVENT SCHEDULE:

Exhibitor Move-In:	Sunday	November 17, 2013	8:00am-7:00pm
Show Hours	Monday	November 18, 2013	9:00am-4:00pm
	Tuesday	November 19, 2013	9:00am-4:00pm
	Wednesday	November 20, 2013	9:00am-4:00pm
Exhibitor Move-Out:	Wednesday	November 20, 2013	4:00pm-10:00pm
Force Freight/Clear Floor	Thursday	November 21, 2013	10:00am

Metropolitan Exposition will begin returning empty shipping containers **at 4:00pm November 20, 2013** ; this process should take approximately **three (3)** hours. Please keep this in mind when scheduling labor and freight pick-up.

All carriers must check-in for pick-up no later than 9:00pm on Wednesday, November 20, 2013 and 10:00am on Thursday, November 21, 2013 .

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

Eastern Analytical Symposium
November 18-20, 2013
Garden State Convention Center

IMPORTANT DEADLINES: Please check all order forms for additional deadlines.

FURNITURE & CARPET	Deadline date for advance order discount:	November 4, 2013
FREIGHT	Shipments begin arriving at warehouse:	October 14, 2013
	Warehouse shipments deadline	November 11, 2013

Shipments will be accepted after the deadline; however, surcharges will be assessed for late delivery.

Advance shipping to Metropolitan Exposition Warehouse:

This is the preferred method of shipping. This ensures timely delivery of freight directly to your booth at show site.

Eastern Analytical Symposium
[Exhibiting Company Name]
[Booth #]
c/o Metropolitan Exposition Services, Inc.
115 Moonachie Ave
Moonachie, NJ 07074

Advance shipments can arrive beginning on:
October 14, 2013

Advance shipment deadline (avoid surcharges)
November 11, 2013

Warehouse receiving hours are 8:00am – 4:00pm

Direct shipping to Garden State Convention Center:

Eastern Analytical Symposium
[Exhibiting Company Name]
[Booth #]
c/o Metropolitan Exposition Services, Inc.
Garden State Convention Center
50 Atrium Drive
Somerset, NJ 08873

Shipments can arrive to show site:
November 17, 2013 (8:00am-7:00pm)

Do not ship any materials to Garden State Convention Center before this time frame. Garden State Convention Center will not accept any shipments.

We are here to ensure that you have a pleasant and successful show. Should you have any questions or require assistance regarding Metropolitan Exposition's equipment or services, please contact our Exhibitor Services Department as follows:

Phone:	201.994.1301
Fax:	201.994.1350
E-Mail:	Exhibitorservices@metro-expo.com
Web Site:	www.metro-expo.com

Payment Authorization Form

METROPOLITAN exposition
201.994.1300 (main) 201.994.1350 (fax)

METROPOLITAN exposition TRANSPORTATION
201.355.4109 (main) 201.355.4145 (fax)

METRO multimedia
201.340.2290 (main) 201.340.2108 (fax)

Company:	Booth:
Address:	EAS
	Phone:
Ordered by (Print):	
Email Address:	Fax:

CALCULATE ESTIMATED TOTALS

Furnishings and Accessories Order Forms		Signage & Graphics Order Form	
Executive Collection Order Form		Labor, Hanging Sign & In-Booth Forklift Orders	
Standard, Custom Cut & Plush Carpet Order Form		Material Handling & Accessible Storage Orders	
Rental Exhibit Booth Package & Accessories		Other (specify) _____	
		Total Estimate with tax to Metropolitan Exposition Services, Inc.	
		Please initial for estimates for Metropolitan Exposition Services, Inc.	
Audio Visual / In-Show Network Orders		*Total Estimate with tax to MetroMultiMedia, Inc.*	
		Please initial for estimates for MetroMultiMedia, Inc.	
Metro-Trans Estimated Charges		*Total Estimate to Metropolitan Exposition Transportation, Inc.*	
		Please initial for estimates for Metropolitan Exposition Transportation, Inc.	

PAYMENT AUTHORIZATION

YOUR SIGNATURE ON THIS PAYMENT AUTHORIZATION FORM DENOTES ACCEPTANCE OF ALL TERMS & CONDITIONS INCLUDED ON THIS FORM AND IN YOUR SERVICE MANUAL.

#1 - Metropolitan Exposition Services, Inc., MetroMultiMedia Inc., and Metropolitan Exposition Transportation Inc., will each have separate charges and invoices, as applicable. Do not combine services or payments.
#2 - Metropolitan Exposition Transportation Inc. requires credit card payment as the only acceptable method of payment.
Company Check -Make payable to Metropolitan Exposition Services and/or MetroMultiMedia and reference **EAS**. Mail to 115 Moonachie Ave. Moonachie, NJ 07074.
* Please Note - Return checks are subject to a $25.00 bounced check fee. **ALL CHECKS REQUIRE A CREDIT CARD BACKUP.**
Wire Transfers -If paying by wire transfer for Metropolitan Exposition Service or MetroMultiMedia, please include a $25.00 surcharge for bank fees. **Please call for wire transfer details.**
Credit Card -For your convenience, Metropolitan Exposition Services, Inc., MetroMultiMedia Inc., or Metropolitan Exposition Transportation, Inc. will use this authorization to charge your credit card account for your advance orders, not paid by check or wire, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include all Metropolitan Exposition Services, Inc., MetroMultiMedia Inc., or Metropolitan Exposition Transportation, Inc. charges, and any charges that Metropolitan Exposition Services, Inc., MetroMultiMedia Inc., or Metropolitan Exposition Transportation Inc., may be obliged to pay on your behalf, including without limitation, any material handling charges and/or labor charges. Please complete the information requested below.

☐ AMEX ☐ VISA ☐ MasterCard

																EXP. DATE
Account Number																
Security Code					Visa/MasterCard (3 Digits), Amex (4 Digits)											

Cardholder Printed Name:_____

Cardholder Billing Address: _____

City/State/Zip:_____

***** The cardholder named above hereby authorizes Metropolitan Exposition Services, Inc., MetroMultiMedia Inc., and Metropolitan Exposition Transportation Inc. to charge my credit card for the actual costs of the services estimated above and any additional service and amount including, but not limited to, labor to install or dismantle booth and or material handling. If my carrier fails to pick up my freight before the published forced freight time, I acknowledge and agree that I will incur charges from Metropolitan Exposition Transportation, Inc. If there is any intent to commit fraud, I will be held to full extent of the law.**

CARDHOLDER SIGNATURE: _____DATE: _____

PAYMENT POLICY: -Metropolitan Exposition Services, Inc., MetroMultiMedia, Inc. and Metropolitan Exposition Transportation, Inc., each require payment of estimated costs in full, including applicable taxes, at the time services are ordered. All services will be denied without complete payment. All adjustments to charges are to be made at show site. NO CREDITS WILL BE MADE AFTER SHOW CLOSING. Payments in check form **must** be in US Dollars from a US Bank.
TAX EXEMPT STATUS: -If you are exempt from paying sales tax, you must forward a certificate of exemption for the state in which the services are to be used at or prior to the time of payment. Resale certificates are not valid unless you are rebilling these charges to your customer. (All Metro Trans services are non-taxable)
EQUIPMENT: -You are responsible for payment on any Metropolitan Exposition Services, Inc. rental equipment within your booth.

By signing this form you acknowledge and agree that if your order is received after the Discount Price Deadline Date you are subject to higher rates.

Third Party Billing Request

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

Eastern Analytical Symposium
November 18-20, 2013
Garden State Convention Center

You may arrange for a third party to handle your display and be billed for services. Both companies must complete this form in its entirety and return by the deadline date. It is understood and agreed that the exhibiting company is ultimately responsible for payment of all charges. If the named third party does not pay the invoice before the last day of the show, all charges will revert to you, the exhibiting company. All invoices are due and payable upon receipt.

Exhibiting Company: _____

Address: _____

City, State, ZIP: _____

Phone: _____ Fax: _____

Authorized By (Print): _____ Email: _____

Credit Card Charge Authorization: ☐ AMEX ☐ VISA ☐ MasterCard EXP. DATE

Account Number																	
Security Code					Visa/Master Card (3 Digits), Amex (4 Digits)												

Cardholder Printed Name: _____

Cardholder Billing Address: _____

City/State/Zip: _____

The items checked below are to be invoiced to the Exhibiting Company:

☐ All Services ☐ I&D Labor ☐ Rental Furniture ☐ Signs ☐ Material Handling

☐ Metropolitan Exposition Transportation ☐ MetroMultiMedia ☐ Other (specify): _____

Cardholder Signature: _____

Third Party Name: _____

Address: _____

City, State, Zip: _____

Phone: _____ Fax: _____

Authorized By (Print): _____ Email: _____

Credit Card Charge Authorization: ☐ AMEX ☐ VISA ☐ MasterCard EXP. DATE

Account Number																	
Security Code					Visa/Master Card (3 Digits), Amex (4 Digits)												

Cardholder Printed Name: _____

Cardholder Billing Address: _____

City/State/Zip: _____

The items checked below are to be invoiced to the Third Party:

☐ All Services ☐ I&D Labor ☐ Rental Furniture ☐ Signs ☐ Material Handling

☐ Metropolitan Exposition Transportation ☐ MetroMultiMedia ☐ Other (specify): _____

Cardholder Signature: _____

METROPOLITAN exposition

Standard Furniture & Accessories

Chairs

Upholstered Side Chair

Tall Stool

Draped & Undraped Tables

Pedestal Tables

Pedestal Table 30” High
Color: Black

Pedestal Table 42” High
Color: Black

Accessories

Chrome Easel

Retractable Stanchion

Wastebasket

Standard Furniture & Accessories Order Form

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

PAYMENT AUTHORIZATION FORM MUST ACCOMPANY YOUR ORDER

Discount Deadline Date
November 4, 2013

Eastern Analytical Symposium
November 18-20, 2013
Garden State Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

	Qty.	Item #	Description	Discount Price	Standard Price	Specify Color	Total Price
CHAIRS		1011	Upholstered Side Chair	$68.78	$103.16	**N/A**	
		1013	Tall Black Stool	$96.60	$144.90	**N/A**	
UNDRAPED TABLES		2500	4' x 30" Undraped Table	$50.93	$76.39	**N/A**	
		2501	6' x 30" Undraped Table	$59.85	$89.78	**N/A**	
		2502	8' x 30" Undraped Table	$69.04	$103.56	**N/A**	
UNDRAPED COUNTERS		2503	4' x 42" Undraped Counter	$61.95	$92.93	**N/A**	
		2504	6' x 42" Undraped Counter	$71.14	$106.71	**N/A**	
		2505	8' x 42" Undraped Counter	$80.33	$120.49	**N/A**	
UNDRAPED TABLE TOP RISERS		2506	4' Wood Riser	$40.69	$61.03	**N/A**	
		2507	6' Wood Riser	$51.98	$77.96	**N/A**	
DRAPED TABLES	***Drape Table Colors: Black, Blue, White, Burgundy, Forest Green, Red, Gray, Teal***						
		1001	4' x 30" high Draped Table	$121.80	$182.70		
		1003	6' x 30" high Draped Table	$135.45	$203.18		
		1005	8' x 30" high Draped Table	$158.03	$237.04		
		2001	4th side Draped – 30"	$44.63	$66.94		
DRAPED COUNTERS	***Drape Counter Colors: Black, Blue, White, Burgundy, Forest Green, Red, Gray, Teal***						
		1002	4' x 42" high Draped Counter	$152.25	$228.38		
		1004	6' x 42" high Draped Counter	$173.25	$259.88		
		1006	8' x 42" high Draped Counter	$195.30	$292.95		
		2002	4th side Draped – 42"	$51.98	$77.96		
DRAPED TABLE TOP RISERS	***Draped Riser Colors: Black, Blue, White, Burgundy, Red***						
		2508	4' Draped Riser (select color)	$62.21	$93.32		
		2509	6' Draped Riser (select color)	$76.39	$114.58		
DRAPE	***Drape Colors: Black, Blue, White, Burgundy, Forest Green, Red, Gray, Teal***						
		1016	3' high Banjo Drape (4 ft. min. order)	$12.60 /ft	$18.90 /ft		
		1017	8' high Banjo Drape (4 ft. min. order)	$15.23 /ft	$22.84 /ft		
PEDESTAL TABLES		1007	30" x 30" High Pedestal Table	$163.54	$245.31	**N/A**	
		1009	30" x 42" High Pedestal Table	$163.54	$245.31	**N/A**	
MISCELLANEOUS		1019	Chrome Easel	$47.25	$70.88	**N/A**	
		1020	Wastebasket	$15.75	$23.63	**N/A**	
		1029	Retractable Stanchion	$41.74	$62.61	**N/A**	
		1045	Coat Tree	$47.00	$70.50	**N/A**	

If a color is not checked a default color will be chosen

Visit the Metro Expo Online Store to place your order online! www.metro-expo.com/order

SUBTOTAL = _____ + TAX @ 7% = _____ = TOTAL _____

Payment Authorization Form must accompany order.

Any order received after Discount Deadline will be charged the Standard Rates *NO EXCEPTIONS*

Cancellation Policy: Items cancelled after move-in begins will result in a 50% re-stocking fee. There will be no refund for items called after installation. NO EXCEPTIONS.

Furniture Package Order Form

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

PAYMENT AUTHORIZATION FORM MUST ACCOMPANY YOUR ORDER

Discount Deadline Date
November 4, 2013

Eastern Analytical Symposium
November 18-20, 2013
Garden State Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

ABSOLUTELY NO SUBSTITUTIONS TO THE PACKAGE LISTED BELOW

Standard 30" High 10' x 10' Furniture Package

Includes:
- Standard Carpet
- (2) Upholstered Side Chairs
- (1) 6' x 30" Draped Table
- (1) Wastebasket

Qty.	Item	Discount	Standard	Total
	Standard 30" High 10' x 10' Furniture Package	$421.48	$632.22	

If a color is not checked a default color will be chosen.
***These colors are approximate and serve only as an example. Your actual carpet color will vary.**

PLEASE MAKE THE PACKAGE COLOR CHOICES BELOW

STANDARD TABLE DRAPE (Standard Package Only)

□ Black

□ Blue

□ Burgundy

□ Red

□ Teal

□ White

STANDARD CARPET

□ Black

□ Blue

□ Green

□ Gray

□ Red

□ Burgundy

□ White

Visit the Metro Expo Online Store to place your order online! www.metro-expo.com/order

SUBTOTAL = _____ + TAX @ 7% = _____ = TOTAL _____

Payment Authorization Form must accompany order.
Any order received after Discount Deadline will be charged the Standard Rates *NO EXCEPTIONS*

Cancellation Policy: Furniture Packages are non-refundable 2 weeks prior to move-in.

METROPOLITAN exposition

Executive Collection

Sausalito Sofa
LC-611

Sausalito Loveseat
LC-610

Sterling Coffee Table
TO-601

Princeton Coffee Table
TO-201

Kobe
LC-706

Kobe
LC-707

Kobe
LC-708

Kobe
LC-709

Grey
42" PE-106
36" PE-107
30" PE-108

Black
42" PE-101
36" PE-102
30" PE-103

Pedestal

Storage Pedestal
w/keyboard tray
PE-100 Black
PE-105 Grey
PE-110 White

Literature Rack
AC-104

METROPOLITAN exposition

EXECUTIVE COLLECTION

Euro Maple Chair
CH-309

Carmel Bar Stool
SB-200

Silk Back Chair
CH-308

Euro Maple Cafe Table
TC-102

Carmel Bar Table
TB-101

Trestle Table
TG-402

Euro Black Chair
CH-301

Euro Black Bar Stool
SB-204

Silk Back Bar Stool
SB-202

Executive Collection Order Form

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

PAYMENT AUTHORIZATION FORM MUST ACCOMPANY YOUR ORDER

Discount Deadline Date
November 4, 2013

Eastern Analytical Symposium
November 18-20, 2013
Garden State Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

Qty.	Item #	Description	W x D x H	Color	Discount Price	Standard Price	Total Price
	AC-104	Literature Rack	9” x 14” x 54.5”	Black Metal	$209.20	$313.80	
	CH-301	Euro Black Chair	19” x 17”	Black Fabric	$145.99	$218.98	
	CH-308	Silk Back Chair	20.5” x 17” x 34”	Clear/Black/Chrome	$175.19	$262.78	
	CH-309	Euro Maple Chair	20” x 20” x 30”	Maple/Black/Chrome	$184.92	$277.38	
	LC-610	Sausalito Loveseat	59” x 32” x 32”	Black Micro Suede	$632.59	$948.90	
	LC-611	Sausalito Sofa	83” x 32” x 32”	Black Micro Suede	$681.27	$1,021.91	
	LC-706	Kobe	34” x 21” x 17”	Black Micro Suede	$262.77	$394.16	
	LC-707	Kobe	34” x 21” x 17”	Soft Plum Micro Suede	$262.77	$394.16	
	LC-708	Kobe	34” x 21” x 17”	Citrus Micro Suede	$262.77	$394.16	
	LC-709	Kobe	34” x 21” x 17”	Tangerine Micro Suede	$262.77	$394.16	
	PE-101	Pedestal	14” x 14” x 42”	Black	$379.56	$569.34	
	PE-102	Pedestal	14” x 14” x 36”	Black	$340.63	$510.95	
	PE-103	Pedestal	14” x 14” x 30”	Black	$311.43	$467.16	
	PE-106	Pedestal	14” x 14” x 42”	Grey	$379.56	$569.34	
	PE-107	Pedestal	14” x 14” x 36”	Grey	$340.63	$510.95	
	PE-108	Pedestal	14” x 14” x 30”	Grey	$311.43	$467.16	
	PE-100	Storage Pedestal w/ Tray	24” x 24” x 42”	Black	$583.94	$875.91	
	PE-105	Storage Pedestal w/ Tray	24” x 24” x 42”	Grey	$583.94	$875.91	
	PE-110	Storage Pedestal w/ Tray	24” x 24” x 42”	White	$583.94	$875.91	
	SB-200	Carmel Bar Stool	18” x 17” x 43”	Maple/Nickel/Cream	$262.77	$394.15	
	SB-202	Silk Back Bar Stool	18” x 17” x 41.5”	Clear/Black/Chrome	$262.77	$394.15	
	SB-204	Euro Black Bar Stool	21” x 23” x 43”	Black Vinyl	$262.77	$394.15	
	TB-101	Carmel Bar Table	30” Dia x 42”	Maple/Nickel	$340.63	$510.95	
	TC-102	Euro Maple Cafe Table	42” Dia x 29”	Maple/Chrome	$340.63	$510.95	
	TG-402	Trestle Table	32” x 32” x 29”	Chrome/Glass	$437.96	$656.93	
	TO-201	Princeton Coffee Table	45” x 21” x 16”	Black/Glass	$291.97	$437.97	
	TO-601	Sterling Coffee Table	25” Dia x 21”	Glass/Silver	$282.23	$423.35	

For more from this Executive Collection, please call our Exhibitor Services Department at 201-994-1301

Visit the Metro Expo Online Store to place your order online! www.metro-expo.com/order

SUBTOTAL = _____ + TAX @ 7% = _____ = TOTAL _____

Payment Authorization Form must accompany order.

Any order received after Discount Deadline will be charged the Standard Rates *NO EXCEPTIONS*

Cancellation Policy: Executive Furnishings are non-refundable 10 days prior to move-in.

Standard Carpet Order Form

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

PAYMENT AUTHORIZATION FORM MUST ACCOMPANY YOUR ORDER

Discount Deadline Date
November 4, 2013

Eastern Analytical Symposium
November 18-20, 2013
Garden State Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

Remember to order utilities in advance.
All utility lines must be installed before carpet installation.

STANDARD CARPET

Price includes delivery, installation, carpet tape and removal.

Custom cut carpet is required for all booths longer than 30' or booths configured as an island or peninsula.

Multiples are not available in the same color. No exceptions.

Colors Available - Please check desired color:

If a color is not checked a default color will be chosen

***These colors are approximate and serve only as an example. Your actual carpet color will vary.**

☐ Black

☐ Blue

☐ Green

☐ Gray

☐ Red

☐ Burgundy

☐ White

Qty.	Item	Discount	Standard	Total
	10' x 10' Booth Carpet	$179.55	$269.33	
	10' x 20' Booth Carpet	$359.10	$538.65	
	10' x 30' Booth Carpet	$538.65	$807.98	

PADDING & VISQUEEN

Price includes delivery, installation, carpet tape and removal.
Minimum order of 100 square feet is required.

Qty.	Item	Discount	Standard	Total
	Carpet Padding - 1/2"	$.79 sq.ft.	$1.18 sq.ft.	
	Visqueen Plastic Covering	$.42 sq.ft.	$.63sq.ft.	
Booth Size: Length _____ ft x Width _____ ft = _____ sq.ft.				

Visit the Metro Expo Online Store to place your order online! www.metro-expo.com/order

SUBTOTAL = _____ + TAX @ 7% = _____ = TOTAL _____

Payment Authorization Form must accompany order.

Any order received after Discount Deadline will be charged the Standard Rates *NO EXCEPTIONS*

Cancellation Policy: Any Standard Carpet cancelled will be charged 50% after move-in begins and 100% after installation. Custom Cut Carpet orders are non-refundable 2 weeks prior to move-in.

Custom Cut & Plush Carpet Order Form

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

PAYMENT AUTHORIZATION FORM MUST ACCOMPANY YOUR ORDER

Discount Deadline Date
November 4, 2013

Eastern Analytical Symposium
November 18-20, 2013
Garden State Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

Remember to order utilities in advance.
All utility lines must be installed before carpet installation.

CUSTOM CUT CARPET

Price includes delivery, installation, carpet tape, visqueen and removal.

Minimum order of 100 square feet is required for custom cut carpet orders.

Colors Available - Please check desired color:
If a color is not checked a default color will be chosen
***These colors are approximate and serve only as an example. Your actual carpet color will vary.**

☐ Black ☐ Blue ☐ Green ☐ Gray ☐ Red ☐ Burgundy ☐ White

Qty.	Item	Discount	Standard	Total
	Custom Cut Carpet	$3.89 sq.ft.	$5.83 sq.ft.	
Booth Size: Length _____ ft x Width _____ ft = _____ sq.ft.				
PADDING				
	Carpet Padding - 1/2”	$.79 sq.ft.	$1.18 sq.ft.	
Booth Size: Length _____ ft x Width _____ ft = _____ sq.ft.				

PLUSH CUSTOM CUT CARPET (26 oz)

Price includes delivery, installation, carpet tape, padding, visqueen and removal.

Minimum order of 400 square feet is required for premium cut carpet orders.

Colors Available - Please check desired color:
*These colors are approximate and serve only as an example. Your actual carpet color will vary.

☐ Onyx ☐ Navy ☐ Boysenberry ☐ Charcoal ☐ Sword ☐ Silky Beige

Qty.	Item	Discount	Standard	Total
	Custom Cut Carpet	$6.25 sq ft	$9.37 sq. ft.	
Booth Size: Length _____ ft x Width _____ ft = _____ sq.ft.				

Visit the Metro Expo Online Store to place your order online! www.metro-expo.com/order

SUBTOTAL = _____ + TAX @ 7% = _____ = TOTAL _____

Payment Authorization Form must accompany order.
Any order received after Discount Deadline will be charged the Standard Rates *NO EXCEPTIONS*

Cancellation Policy: Any Standard Carpet cancelled will be charged 50% after move-in begins and 100% after installation. Custom Cut Carpet orders are non-refundable 2 weeks prior to move-in.

Rental Exhibit 1A 10' x 10'

Silver

*Electrical not included

Discount $1,788.18 **Standard $2,682.27**

Package Includes:

- (3) White Straight Shelves
- (3) Arm Lights*
- (1) Header with Company Name
- 10' x 10' Standard Carpet w/ Visqueen
- Installation and Dismantle Labor
- Material Handling of Exhibit

Gold

*Electrical not included

Discount $2,550.48 **Standard $3,825.72**

Package Includes:

- (3) White Straight Shelves
- (3) Arm Lights*
- (3) Back Wall Graphic Panels
- (1) Graphic Header
- 10' x 10' Standard Carpet w/ Visqueen
- Installation and Dismantle Labor
- Material Handling of Exhibit

Deadline for graphics is (2) weeks before the show open. Any graphics turned in late will incur a 35% rush fee

Platinum

*Electrical not included

Discount $4,427.48 **Standard $6,641.22**

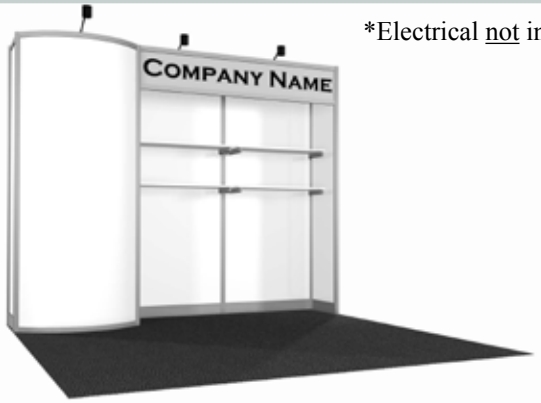
Package Includes:

- (3) White Straight Shelves
- (3) Arm Lights*
- Full Graphics or Color Panels
- (1) 42" TV with Stand & DVD Player*
- (1) 30" Black Pedestal Table
- (3) Black Designer Arm Chairs
- Choice of Metal Color (Silver Dust, Silver Vein or White)
- 10' x 10' Standard Carpet w/ Visqueen
- Installation and Dismantle Labor
- Material Handling of Exhibit

Please contact a Metropolitan Exposition Exhibit Sales Team Member for more information at exhibitsales@metro-expo.com
(p) 201-994-1303 (f) 201-994-1350

METROPOLITAN exposition

Silver



*Electrical not included

Discount $2,404.04 **Standard $3,606.06**

Package Includes:

- (4) White Straight Shelves
- (3) Arm Lights*
- (1) 1M x 8' Curved Graphic Panel
- (1) Header with Company Name
- 10' x 10' Standard Carpet w/ Visqueen
- Installation and Dismantle Labor
- Material Handling of Exhibit

Gold

*Electrical not included

Discount$2,919.94 **Standard $4,379.91**

Package Includes:

- (4) White Straight Shelves
- (3) Arm Lights*
- (1) 1M x 8' Curved Graphic Panel
- (2) Back Wall Graphic Panels
- (1) Graphic Header
- 10' x 10' Standard Carpet w/ Visqueen
- Installation and Dismantle Labor
- Material Handling of Exhibit

Deadline for graphics is (2) weeks before the show open. Any graphics turned in late will incur a 35% rush fee

Platinum

*Electrical not included

Discount$4,484.54 **Standard $6,726.80**

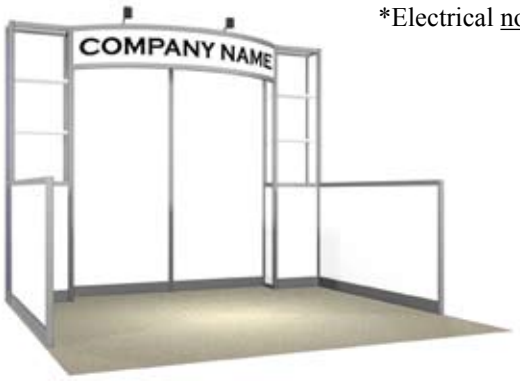
Package Includes:

- (4) White Straight Shelves
- (3) Arm Lights*
- (1) Lightbox*
- Full Graphics or Color Panels
- (1) 42" TV on Wall Mount & DVD Player*
- (1) 30" Black Pedestal Table
- (3) Black Designer Arm Chairs
- Choice of Metal Color (Silver Dust, Silver Vein or White)
- 10' x 10' Standard Carpet w/ Visqueen
- Installation and Dismantle Labor
- Material Handling of Exhibit

Please contact a Metropolitan Exposition Exhibit Sales Team Member for more information at exhibitsales@metro-expo.com
(p) 201-994-1303 (f) 201-994-1350

Rental Exhibit 3A 10' x 10'

Silver



*Electrical not included

Discount $3,313.70 **Standard $4,970.54**

Package Includes:

- (4) ½ M Shelves
- (2) Arm Lights*
- (1) Header with Company Name
- 10' x 10' Standard Carpet w/ Visqueen
- Installation and Dismantle Labor
- Material Handling of Exhibit

Gold

*Electrical not included

Discount$3,991.30 **Standard $5,986.94**

Package Includes:

- (4) ½ M Shelves
- (2) Arm Lights*
- (2) Back Wall Graphic Panels
- (2) Backwall Graphics (Bottom Panel)
- (1) Graphic Header
- 10' x 10' Standard Carpet w/ Visqueen
- Installation and Dismantle Labor
- Material Handling of Exhibit

Deadline for graphics is (2) weeks before the show open. Any graphics turned in late will incur a 35% rush fee

Platinum

*Electrical not included

Discount$5,709.89 **Standard $8,564.84**

Package Includes:

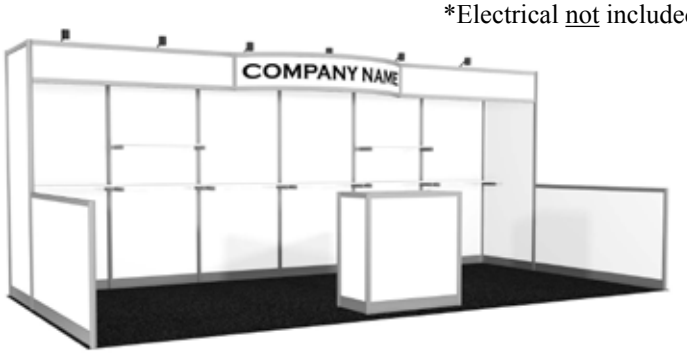
- (4) ½ M Shelves
- (2) Arm Lights*
- Full Graphics or Color Panels
- (1) 42" TV on Wall Mount & DVD Player*
- (1) 30" Black Pedestal Table
- (3) Black Designer Arm Chairs
- Choice of Metal Color (Silver Dust, Silver Vein or White)
- 10' x 10' Standard Carpet w/ Visqueen
- Installation and Dismantle Labor
- Material Handling of Exhibit

Please contact a Metropolitan Exposition Exhibit Sales Team Member for more information at exhibitsales@metro-expo.com
(p) 201-994-1303 (f) 201-994-1350

Rental Exhibit 1B 10' x 20'

Silver

*Electrical not included



Discount $3,443.78 **Standard $5,165.67**

Package Includes:

- (8) White Straight Shelves
- (6) Arm Lights*
- (1) 1M x ½ M x 42" Cabinet
- (1) Headers with Company Name
- 10' x 20' Standard Carpet w/ Visqueen
- Installation and Dismantle Labor
- Material Handling of Exhibit

Gold

*Electrical not included

Discount $6,189.38 **Standard $9,284.07**

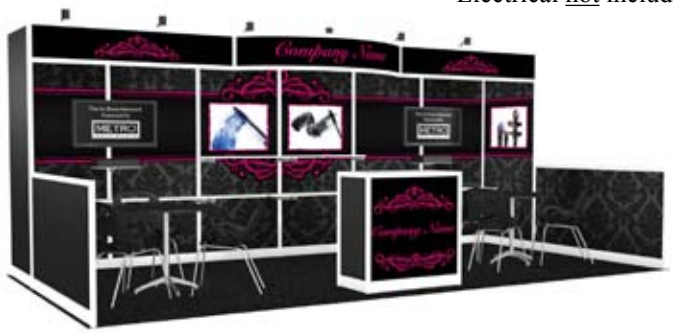
Package Includes:

- (8) White Straight Shelves
- (6) Arm Lights*
- (1) 1M x ½ M x 42" Cabinet w/ Graphic
- (6) Back Wall Graphic Panels
- (3) Graphic Headers
- (1) 42" TV on Wall Mount & DVD Player*
- 10' x 20' Standard Carpet w/ Visqueen
- Installation and Dismantle Labor
- Material Handling of Exhibit

Deadline for graphics is (2) weeks before the show open. Any graphics turned in late will incur a 35% rush fee

Platinum

*Electrical not included



Discount $8,174.56 **Standard $12,261.84**

Package Includes:

- (8) White Straight Shelves
- (6) Arm Lights*
- 1M x ½ M x 42" Cabinet w/ Graphic
- Full Graphics or Color Panels
- (2) 42" TVs on Wall Mounts & DVD Players*
- (2) 30" Black Pedestal Tables
- (6) Black Designer Arm Chairs
- Choice of Metal Color (Silver Dust, Silver Vein or White)
- 10' x 20' Standard Carpet w/ Visqueen
- Installation and Dismantle Labor
- Drayage Discount on First 200lbs

Please contact a Metropolitan Exposition Exhibit Sales Team Member for more information at exhibitsales@metro-expo.com
(p) 201-994-1303 (f) 201-994-1350

Rental Exhibit 2B 10' x 20'

Silver

*Electrical not included

Discount $3,966.53 **Standard $5,949.80**

Package Includes:

- (8) White Straight Shelves
- (6) Arm Lights*
- (1) 1M Radius x 42" Counter
- (2) 1M x 8' Curved Graphic Panels
- (1) 4M Header with Company Name
- 10' x 20' Standard Carpet w/ Visqueen
- Installation and Dismantle Labor
- Material Handling of Exhibit

Gold

*Electrical not included

Discount $5,113.83 **Standard $7,670.75**

Package Includes:

- (8) White Straight Shelves
- (6) Arm Lights*
- (1) 1M Radius x 42" Counter w/ Graphic
- (2) 1M x 8' Curved Graphic Panels
- (4) Back Wall Graphic Panels
- (1) Graphic Header
- 10' x 20' Standard Carpet w/ Visqueen
- Installation and Dismantle Labor
- Material Handling of Exhibit

Deadline for graphics is (2) weeks before the show open. Any graphics turned in late will incur a 35% rush fee

Platinum

*Electrical not included

Discount $7,253.02 **Standard $10,879.52**

Package Includes:

- (8) White Straight Shelves
- (6) Arm Lights*
- (1) 1M Radius x 42" Counter w/ Graphic
- (2) Lightboxes*
- Full Graphics
- (1) 42" TV on Wall Mount & DVD Player*
- (2) 30" Black Pedestal Tables
- (6) Black Designer Arm Chairs
- Choice of Metal Color (Silver Dust, Silver Vein or White)
- 10' x 20' Standard Carpet w/ Visqueen
- Installation and Dismantle Labor
- Drayage Discount on First 200 lbs.

Please contact a Metropolitan Exposition Exhibit Sales Team Member for more information at exhibitsales@metro-expo.com
(p) 201-994-1303 (f) 201-994-1350

METROPOLITAN exposition

Silver

*Electrical not included

Discount $4,438.41 **Standard $6,657.62**

Package Includes:

- (6) White Straight Shelves
- (6) Arm Lights*
- (2) Headers with Company Name
- 10' x 20' Standard Carpet w/ Visqueen
- Installation and Dismantle Labor
- Material Handling of Exhibit

Gold

*Electrical not included

Discount $6,332.61 **Standard $9,498.92**

Package Includes:

- (6) White Straight Shelves
- (6) Arm Lights*
- (6) Back Wall Graphic Panels
- (3) Graphic Headers
- (2) Counter Tops & Counter Graphics
- 10' x 20' Standard Carpet w/ Visqueen
- Installation and Dismantle Labor
- Material Handling of Exhibit

Deadline for graphics is (2) weeks before the show open. Any graphics turned in late will incur a 35% rush fee

Platinum

*Electrical not included

Discount $8,317.79 **Standard $12,476.69**

Package Includes:

- (6) White Straight Shelves
- (6) Arm Lights*
- Full Graphics or Color Panels
- (2) Counter Tops & Counter Graphics
- (1) 42" TV on Wall Mount & DVD Player*
- (2) 30" Black Pedestal Tables
- (6) Black Designer Arm Chairs
- Choice of Metal Color (Silver Dust, Silver Vein or White)
- 10' x 20' Standard Carpet w/ Visqueen
- Installation and Dismantle Labor
- Drayage Discount on First 200 lbs.

Please contact a Metropolitan Exposition Exhibit Sales Team Member for more information at exhibitsales@metro-expo.com
(p) 201-994-1303 (f) 201-994-1350

Rental Exhibit Order Form

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

PAYMENT AUTHORIZATION FORM MUST ACCOMPANY YOUR ORDER

Discount Deadline Date
November 4, 2013

Eastern Analytical Symposium
November 18-20, 2013
Garden State Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

STANDARD BOOTH CARPET

□ Black

□ Blue

□ Green

□ Gray

□ Red

□ Burgundy

STANDARD BOOTH OPTIONS

The following colors are available for panel options:

Silver and Gold Booth Package Panel Colors

☐ White (PVC) ☐ Black (Fabric) ☐ Gray (Fabric) ☐ Wood Grain

Platinum Booth Package Metal Panel Colors

☐ Silver Dust ☐ Silver Vein ☐ White

HEADER IDENTIFICATION SIGN

Header will be produced on White Fascia with Black Lettering. Please indicate exactly how you would like your company name to appear.

Must receive header logo (2) weeks before the show open. Any logo turned in later will incur a 35% rush fee

Please contact a Metropolitan Exposition Exhibit Sales Team Member
for more information at exhibitsales@metro-expo.com
(P) 201-994-1303 (F) 201-994-1350

Cancellation Policy: Items cancelled prior to the show will result in a 50% re-stocking fee. There will be NO REFUNDS for items cancelled at show site. NO EXCEPTIONS.

Rental Exhibit Order Form

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

PAYMENT AUTHORIZATION FORM MUST ACCOMPANY YOUR ORDER

Discount Deadline Date
November 4, 2013

Eastern Analytical Symposium
November 18-20, 2013
Garden State Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

	Description	Discount Price	Standard Price	Total Price
1A Rental Exhibit 10 x 10	Silver	$1,788.18	$2,682.27	
	Gold	$2,550.48	$3,825.72	
	Platinum	$4,427.48	$6,641.22	
2A Rental Exhibit 10 x 10	Silver	$2,404.04	$3,606.06	
	Gold	$2,919.94	$4,379.91	
	Platinum	$4,484.54	$6,726.80	
3A Rental Exhibit 10 x 10	Silver	$3,313.70	$4,970.54	
	Gold	$3,991.30	$5,986.94	
	Platinum	$5,709.89	$8,564.84	
1B Rental Exhibit 10 x 20	Silver	$3,443.78	$5,165.67	
	Gold	$6,189.38	$9,284.07	
	Platinum	$8,174.56	$12,261.84	
2B Rental Exhibit 10 x 20	Silver	$3,966.53	$5,949.80	
	Gold	$5,113.83	$7,670.75	
	Platinum	$7,253.02	$10,879.52	
3B Rental Exhibit 10 x 20	Silver	$4,438.41	$6,657.62	
	Gold	$6,332.61	$9,498.92	
	Platinum	$8,317.79	$12,476.69	

*Deadline for graphics is (2) weeks before the show open.
Any graphics turned in late will incur a 35% rush fee

Please contact a Metropolitan Exposition Exhibit Sales Team Member
for more information at exhibitsales@metro-expo.com
(P) 201-994-1303 (F) 201-994-1350

Visit the Metro Expo Online Store to place your order online! www.metro-expo.com/order

SUBTOTAL = _____ + TAX @ 7% = _____ = TOTAL _____

Payment Authorization Form must accompany order.

Any order received after Discount Deadline will be charged the Standard Rates *NO EXCEPTIONS*

Cancellation Policy: Items cancelled after move-in begins will result in a 50% re-stocking fee. There will be no refund for items called after installation. NO EXCEPTIONS.

Rental Exhibit & Accessories Order Form

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

PAYMENT AUTHORIZATION FORM MUST ACCOMPANY YOUR ORDER

Discount Deadline Date
November 4, 2013

Eastern Analytical Symposium
November 18-20, 2013
Garden State Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

Shelves

Angled Shelf

Straight Shelf

Track Lights

Electrical is NOT Included in Booth Packages

50watt Halogen Light

Garment & Display Racks

Display Rack 6" Bracket

Garment Rack 12" Bracket

Gondolas & Counters

Single Sided Gondola

Double Sided Gondola

1m Cabinet

2m Cabinet

Radius Counter

Qty	Item	Discount Price	Standard Price	Total Price
	Straight Shelf (White)	$53.53	$80.29	
	Angled Shelf (White)	$53.53	$80.29	
	Straight Shelf (Wood)	$53.53	$80.29	
	Angled Shelf (Wood)	$53.53	$80.29	
	Track with (3) Lights *	$270.38	$405.56	
	Additional 50watt Halogen Light *	$58.95	$88.42	
	Single Sided Gondola (2 Shelves)	$317.96	$476.94	
	Double Sided Gondola (4 Shelves)	$412.65	$618.98	
	1m Garment Rack 12" Bracket	$42.00	$63.00	
	2m Garment Rack 12" Bracket	$84.00	$126.00	
	3m Garment Rack 12" Bracket	$126.00	$189.00	
	1m Display Rack 6" Bracket	$42.00	$63.00	
	2m Display Rack 6" Bracket	$84.00	$126.00	
	3m Display Rack 6" Bracket	$126.00	$189.00	
	1m x 1/2m x 42" Cabinet	$351.49	$527.24	
	2m x 1/2m x 42" Cabinet	$437.20	$655.80	
	1m x 42" Radius Counter	$534.26	$801.39	

Visit the Metro Expo Online Store to place your order online! www.metro-expo.com/order

SUBTOTAL = _____ + TAX @ 7% = _____ = TOTAL _____

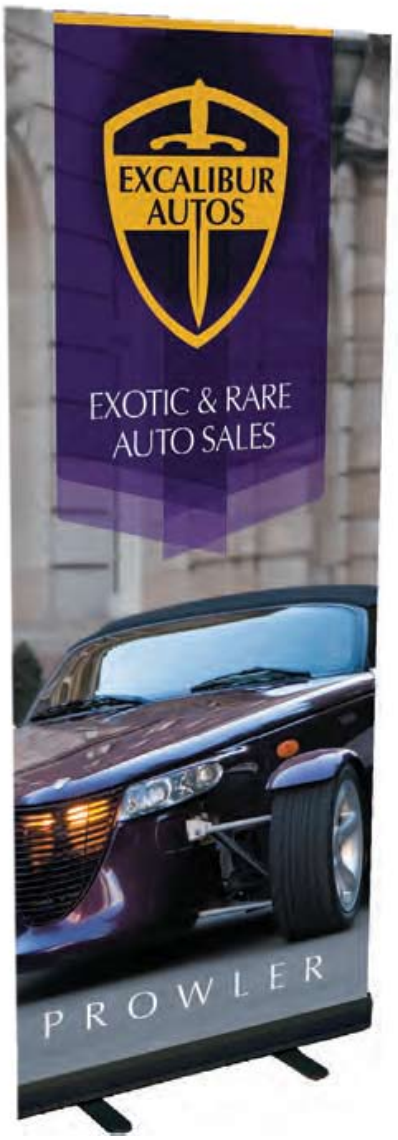
Payment Authorization Form must accompany order.

Any order received after Discount Deadline will be charged the Standard Rates *NO EXCEPTIONS*

Cancellation Policy: Items cancelled prior to the show will result in a 50% re-stocking fee. There will be NO REFUNDS for items cancelled at show site. NO EXCEPTIONS.

Retractable Banner Stands

ValueStand Retractable banner stands provide the ultimate in convenience and style. They are lightweight and set-up in less then a minute. The graphic comes pre-installed so the display is immediately ready to go.



Value

ValueStand

- Built to fit any Budget
- Made from the highest quality components

Replaceable Graphic

Unlike most systems, ValueStand is designed to allow the graphic to be changed quickly and easily without tools or additional hardware.

Options

Available in Single Sided/ValueStand or Double Sided/BrandStand 2

** Base Unit Availabe in Silver or Black

Deadline for graphics is (2) weeks before the show open. Any graphics turned in late will incur a 35% rush fee

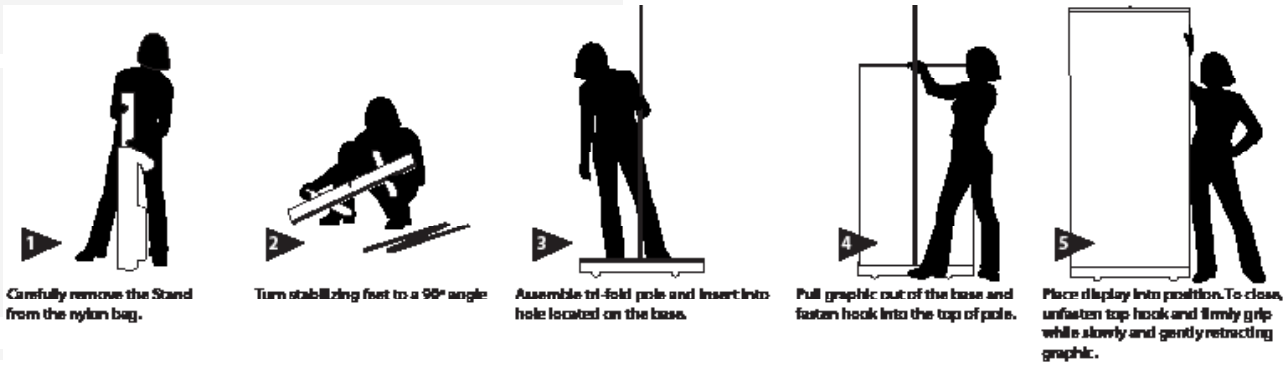
There will be a 35% rush charge for any banner stand order that is needed in less than 5 days

Includes:

Durable Nylon Carrying Bag
Collapsible Pole
Reusable Snap-Lock Profile
Rewind Tool
Base Unit **

Art Area

Main Graphic 33.5"w x 79"h


1
Carefully remove the Stand from the nylon bag.
2
Turn stabilizing feet to a 90° angle
3
Assemble tri-fold pole and insert into hole located on the base.
4
Pull graphic out of the base and fasten hook into the top of pole.
5
Place display into position. To close, unfasten top hook and firmly grip while slowly and gently retracting graphic.

Please contact A Metropolitan Exposition Exhibit Sales Team Member for more information at exhibitsales@metro-expo.com
(p) 201-994-1303 (f) 201-994-1350

Banner Stand Order Form

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

PAYMENT AUTHORIZATION FORM MUST ACCOMPANY YOUR ORDER

Discount Deadline Date
November 4, 2013

Eastern Analytical Symposium
November 18-20, 2013
Garden State Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

Select Base Color (If not selected default will be silver) ☐ Black ☐ Silver

Qty.	Description	Discount	Standard	Total
	Single Sided VALUESTAND with Graphic*	$344.13	$447.37	

Banner Stands will be shipped within 5 business days from approval of art work.

There will be 35% rush charge for any banner stand order that is needed in less than 5 days.

SHIPPING & HANDLING NOT INCLUDED IN PRICE

*** Graphics must be print ready and follow specifications noted in the Art Submission Guidelines below. If you require a graphic designer Metropolitan Exposition Services, Inc., can meet any graphic requirements you have for an additional charge.**

We cannot guarantee timely delivery for any banner stand that is ordered in less than 5 days

Please contact us at 201.994.1303 if you have any questions or need additional information.

Art Preparation Guidelines

These guidelines aid in the efficiency of the production process and help us to produce the best quality print for you in the timeline you desire.

Accepted file formats: Adobe Illustrator .eps or .ai; Adobe Photoshop .psd, .tif or .eps files. Submit file in native file format. Using alternate art file formats may result in printing difficulties, undesired results, and additional art preparation charges.

- Convert all fonts to outlines and/or Rasterize any type layers in Photoshop files.
- Do not apply global effects.
- Do not embed linked files. Maintain all links and provide high resolution .tiff or eps files.
- Do not flatten transparency and other effects in your files. Transparency effects in vector design programs may experience printing difficulties and undesired results. Transparent colors are affected when underlying colors need to be adjusted. Define color as persentage of spot color when appropriate to image.
- When sending Photoshop files, include a layered PSD file.
- Save all images at the appropriate resolution at final print size. Do not rez-up low resolution files to a higher resolution.
- Final resolution should be 100dpi at full size. PMS Match = Uncoated, Color Mode = CMYK
- Provide color matching information with your art files. Specify Pantone colors or send color copy, proof, or color chip to match to.

SUBTOTAL = _____ + TAX @ 7% = _____ = TOTAL _____

Payment Authorization Form must accompany order.

All orders are non-refundable once ordered and proccessed.

IMPRESS CUSTOMERS WITH A HIGH IMPACT QUICK FAB™ POP-UP DISPLAY. THIS ECONOMICAL AND LIGHTWEIGHT DISPLAY HAS AN INTERCHANGEABLE FABRIC GRAPHIC THAT COLLAPSES DOWN WITH THE FRAME AND FITS WITHIN A DUFFEL SIZE BAG.

- QUICK & EASY SET-UP
- QUALITY WORKMANSHIP
- REPLACEABLE GRAPHIC
- PORTABLE
- THERE WILL BE A 35% RUSH CHARGE FOR ANY QUICK FAB ORDER THAT IS NEEDED IN LESS THAN 10 DAYS*

Quick Fab Curve

Quick Fab Curve Size: 114" Wide x 88" High x 12" Deep

Quick Fab Flat Size: 117" Wide x 88" High x 12" Deep

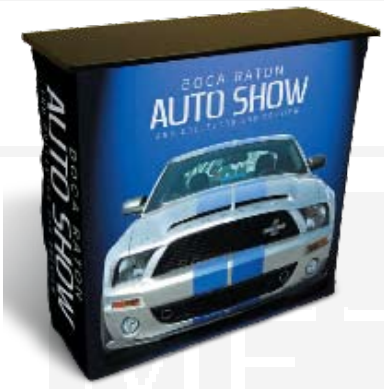
Includes:

Frame

Light Package
Two 150 Watt Lights

Hard Case with Table
27.5"w x 16"d x 38"h o.d.

Pop-up Podium
Includes Frame, Soft Case & Graphic



Options

Printed Case
Wrap

Backlit Kit
Only for 4' x 3' Curved

PLEASE CONTACT A METROPOLITAN EXPOSITION
EXHIBIT SALES TEAM MEMBER FOR MORE
INFORMATION AT EXHIBITSALES@METRO-EXPO.COM
(P) 201-994-1303 (F) 201-994-1350

Quick Fab Order Form

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

PAYMENT AUTHORIZATION FORM MUST ACCOMPANY YOUR ORDER

Discount Deadline Date
November 4, 2013

Eastern Analytical Symposium
November 18-20, 2013
Garden State Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

Qty.	Description	Standard	Total
	Quick Fab Curve (Includes Frame, Backwall Graphic, Hard Case, 2 Lights)	$2,530.60	
	Quick Fab Curve with Backlit Kit (Includes Frame, Backwall Graphic, Hard Case, 2 Lights)	$3,623.00	
	Quick Fab Flat	$2,631.43	
	Graphic for Hard Case	$330.16	
	Podium with Graphic	$506.92	

Quick Fab walls will be shipped within 10 business days from approval of art work.

There will be 35% rush charge for any Quick Fab order that is needed in less than 10 days.

SHIPPING & HANDLING NOT INCLUDED IN PRICE

*** Graphics must be print ready and follow specifications noted in the Art Submission Guidelines below.**

If you require a graphic designer Metropolitan Exposition Services, Inc., can meet any graphic requirements you have for an additional charge.

We cannot guarantee timely delivery for any Quick Fab that is ordered in less than 10 days

Please contact us at 201.994.1303 if you have any questions or need additional information.

Art Preparation Guidelines

These guidelines aid in the efficiency of the production process and help us to produce the best quality print for you in the timeline you desire.

Accepted file formats: Adobe Illustrator .eps or .ai; Adobe Photoshop .psd, .tif or .eps files. Submit file in native file format. Using alternate art file formats may result in printing difficulties, undesired results, and additional art preparation charges.

- Convert all fonts to outlines and/or Rasterize any type layers in Photoshop files.
- Do not apply global effects.
- Do not embed linked files. Maintain all links and provide high resolution .tiff or eps files.
- Do not flatten transparency and other effects in your files. Transparency effects in vector design programs may experience printing difficulties and undesired results. Transparent colors are affected when underlying colors need to be adjusted. Define color as persentage of spot color when appropriate to image.
- When sending Photoshop files, include a layered PSD file.
- Save all images at the appropriate resolution at final print size. Do not rez-up low resolution files to a higher resolution.
- Final resolution should be 100dpi at full size. PMS Match = Uncoated, Color Mode = CMYK
- Provide color matching information with your art files. Specify Pantone colors or send color copy, proof, or color chip to match to.

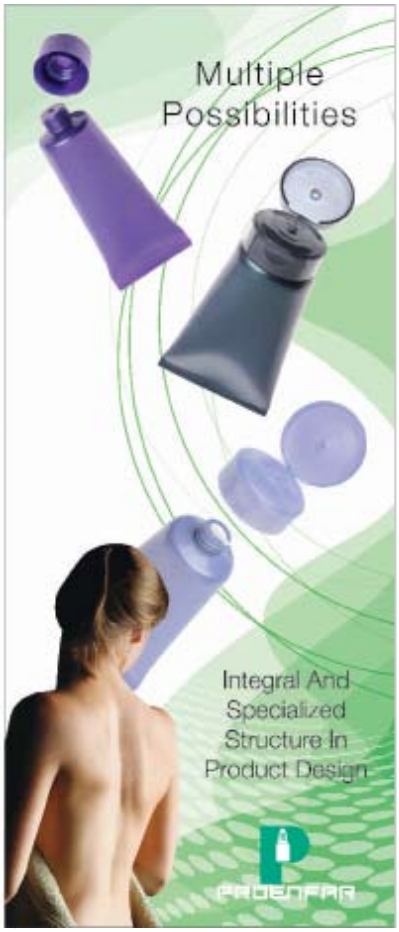
SUBTOTAL = _____ + TAX @ 7% = _____ = TOTAL _____

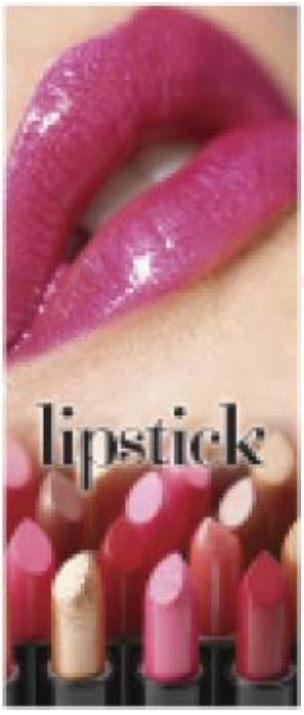
Payment Authorization Form must accompany order.

Cancellation Policy: All orders are non-refundable once ordered and proccessed.

METROPOLITAN exposition

Set your booth apart from the rest. Vivid, full-color graphics printed directly for your booth to ensure you are not overlooked. Customizing your walls will save you a lot of time. No need for double face tape or Velcro, simply send us your Print Ready Graphic and we will take care of everything, from installation to dismantle of your Customized Graphic Panels.





Please contact A Metropolitan Exposition Exhibit Sales Team Member for more information at exhibitsales@metro-expo.com
(p) 201-994-1303 (f) 201-994-1350

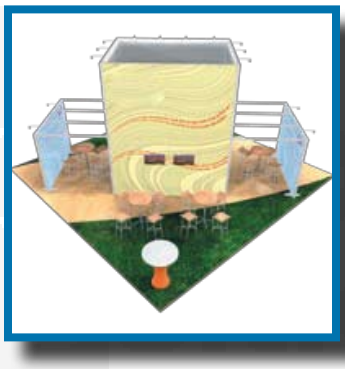
EZ Fabric Wall Display System

The Metropolitan Exposition Exhibit and Design Team is proud to introduce our first modular wall system designed for fabric graphics. The EZ Fabric Wall System combines the versatility of modular walls with the benefits of lightweight fabric graphics.

Aluminum Construction

Color Fabric

Easy Set Up



Multiple Designs

Tools Included

Please contact a Metropolitan Exposition Exhibit Sales Team Member for more information at exhibitsales@metro-expo.com
(p) 201-994-1303 (f) 201-994-1350

Custom Hardwall Booths

Is your company considering bringing or using your Own Custom Booth? STOP and Think Again! We highly encourage you to consider using our Rental Custom Hardwall Booth. Why? It's Hassle Free, NO Shipping Charges , NO Drayage Charges and most importantly, you don't need to send your staff early to setup your booth. Our Rental Custom Hardwall Booth will be the first one built on the show floor and ready for you so you will have more time to spend with your clients. the Metropolitan exposition exhibit and design team is here to deliver your vision. It's a fresh new contemporary design that will captivates your prospective buyers.

Rental Custom Hardwall Booths include:

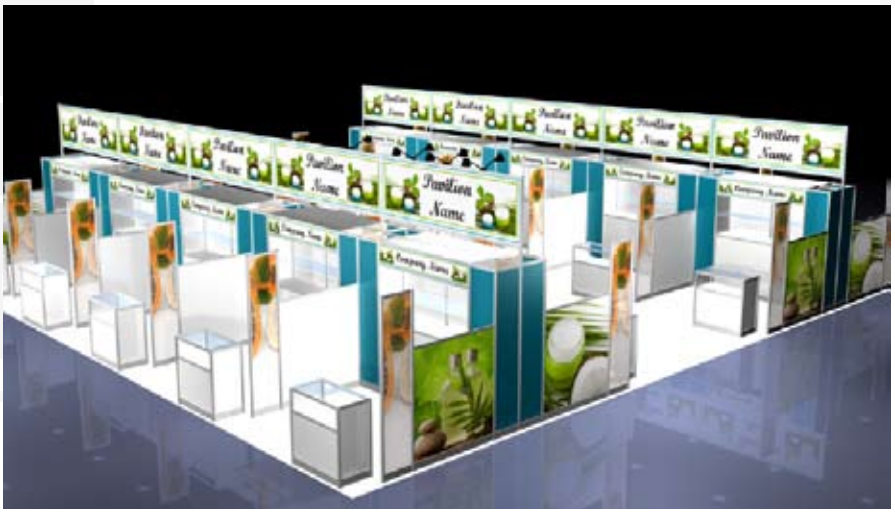
- Installation & Dismantle
- Supervision
- Custom Graphics
- Custom Carpet
- Furniture
- Lighting (Power NOT Included)
- Drayage of all Metropolitan exposition Equipment ONLY

Please contact A Metropolitan Exposition Exhibit Sales Team Member for more information at exhibitsales@metro-expo.com
(p) 201-994-1303 (f) 201-994-1350

The Metropolitan Exposition Exhibit and Design Team is endlessly reinventing and searching for new designs to offer you. This year we're excited to present you with several customized pavilion designs from basic, moderate to upscale design options at varying price points.

Custom Pavilion includes:

- Installation
- Dismantle
- Supervision
- Design Options
- Custom Graphics
- Custom Carpet
- Lighting (Power NOT Included)
- Drayage of all Metropolitan Exposition Equipment Only



Please contact a Metropolitan Exposition Exhibit Sales Team Member for more information at exhibitsales@metro-expo.com
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This system gives form to function by taking signage to a whole new dimension. Years of experience building fabric stretch frames for clients have led the Fabri Frame signage revolution. These rigid, yet lightweight aluminum frames create a heavy duty and long lasting structure which can be designed and created in almost any shape and size imaginable. Our pillow case covers are custom made for every job and fit each frame to perfection.

Quick and Easy Assembly

with snap-together connections and lock, it definitely provides effortless installation.

Durability

Made of lightweight durable aluminum frame and strong stretch fabric material. Seamless dye laminated poly poplin fabric.

Standard and Customized Shapes

are the perfect solution for any project and budget. Select from a number of standard structures or let our in-house design engineers create a unique display that fits your needs.

Please contact a Metropolitan Exposition Exhibit Sales Team Member for more information at exhibitsales@metro-expo.com
(p) 201-994-1303 (f) 201-994-1350

Signage & Graphics Order Form

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

PAYMENT AUTHORIZATION FORM MUST ACCOMPANY YOUR ORDER

Discount Deadline Date
November 4, 2013

Eastern Analytical Symposium
November 18-20, 2013
Garden State Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

DIGITAL INKJET SIGNS

Rates based on one color copy, white showcard, 10 words or less

Qty.	Size/Description	Discount Price	Standard Price	Total
	14" x 22"	$43.75	$65.64	
	22" x 28"	$78.75	$118.13	
	24" x 36"	$105.00	$157.50	
	30" x 40"	$131.25	$196.88	
	Logo	Quoted upon request	Quoted upon request	
	Banner	Quoted upon request	Quoted upon request	

Background Color:_____ Copy Color:_____

Select Lay-out: ☐ Vertical ☐ Horizontal

Select Font Style: ☐ Corporate ☐ Jazzy

Metropolitan Exposition Services, Inc., can meet any sign or graphic requirements you have.
Please contact us at 201.994.1303 if you have any questions or need additional information.
Indicate Sign Copy Here (please attach additional sign copy if required)

Visit the Metro Expo Online Store to place your order online! www.metro-expo.com/order

SUBTOTAL = _____ + TAX @ 7% = _____ = TOTAL _____

Payment Authorization Form must accompany order.
Any order received after Discount Deadline will be charged the Standard Rates *NO EXCEPTIONS*

Cancellation Policy: All orders are non-refundable once ordered and proccessed.

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Preferred Application: A PC-Based Adobe Illustrator .eps file. This should be a VECTOR file (as opposed to a bitmap image). Any letters or text in the file should be converted to curves (or shapes) before being saved as an .eps file.

The above type of file will allow us to import the file into our system to be used for either vinyl cutting and/or inkjet printing (whichever we determine as the most practical for that specific application).

Other preferred types of files are Gerber Graphix Advantage .plt, Corel Draw .cdr, Adobe Photoshop .psd, and Quark Xpress documents (providing that all components of the document (fonts, images, etc.) are included in the file. Quark documents should not be emailed, but sent on disk.

We can also accept some of the more common graphic format files such as .tif, .jpg, .pcx, .gif, etc. However, these files are bitmap images that are resolution-reliant. Whereas a low-res .jpg or .gif may be fine for a web page or a business card, when it is enlarged for a big sign or banner, the image suffers in that it becomes blurry or pixilated with “Stair Stepped” edges. When sending bitmap files for large graphics, the higher the resolution the better.

As stated previously, we prefer PC-Based files, however we can accept MAC files providing that they are sent to us on some type of digital storage media such as: 3.5” Diskette, ZIP Disk, CD-ROM (as opposed to emailing, as our MAC workstation is not wired into our email system).

If digital files are unattainable, we can work from camera-ready artwork. Such artwork must be large, clean, crisp, black & white stats or laser prints suitable for scanning. Business cards, letterheads, etc. DO NOT constitute camera-ready artwork and require a considerable amount of time and expense to edit.

If in doubt, or have any questions, please contact us:
exhibitsales@metro-expo.com

METROPOLITAN exposition
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TEAMSTER UNION
Teamsters handle freight at the exhibit hall. Teamsters unload trucks or vehicles. Teamsters also handle rigging of machinery, moving services and spotting machinery in booths. A rigging crew consists of three men. This service must be ordered in advance at the exhibitor's expense.

CARPENTER UNION
Carpenters handle the erection and dismantling of display and exhibit booths. This includes all display work as well as uncrating and re-crating machinery and equipment. Carpenters install and dismantle drapery, table skirting and floor coverings.

EXPOSITION WORKERS UNION
Exposition workers deliver freight to booths after it is unloaded by the Teamsters. Exposition workers also deliver furniture and floor coverings, and assist Carpenters with erection and dismantling exhibits and displays. The first two men required for this work must be carpenters and the third man, if required an exposition worker.

ELECTRICAL UNION
Electricians handle all electrical work, which includes supplying power lines to your booth, connecting equipment to outlets and installing signs or banners that are lighted, unless they are permanently a part of the exhibit back wall.

WHAT CAN EXHIBITORS DO WITHOUT UNION PERSONNEL?
Exhibitors may install and dismantle their own exhibit and lay their own carpet in their own exhibit area as long as the following conditions are met:
1. The booth size is 100 square feet (10' x 10') or less;
2. The set-up can be reasonably accomplished in ½ hour or less;
3. No tools are used in the assembly or dismantle;
4. Individuals performing the work must be full-time employees of the exhibiting company and carry identification to verify this fact

Exhibitors can unpack and repack their own products in cartons, not crates. Exhibitors may "hand carry" or use nothing larger than a two-wheel baggage cart (rubber or plastic wheels only) to move items. Exhibitors may move a "pop-up" display, equal or less than 10' in length, if capable of being carried by hand, by one full-time employee of the exhibiting company. Exhibitors can do technical work on their own machines, such as balancing, programming, cleaning of machines, etc.

GENERAL INFORMATION
FLAMEPROOFING

All table coverings as well as booth equipment must be a non-flammable material. All decorative materials must be fire-resistant and in accord with the standard established by the New Jersey Fire Department. Affidavits attesting to flameproof compliance with Local Fire Department Regulations must be submitted when requested.

INSURANCE

Metropolitan Exposition Services, Inc. and/or the Association (Exhibit Manager) and/or the Exhibit Convention Site will not be responsible in any way for the safety of any exhibit or materials against fire, water, theft, accident or any cause nor for the loss or damage to goods consigned to its care. However, every effort will be made to protect exhibitor's property. You are advised to consult your insurance broker for proper coverage on any of your display materials from the time it leaves your company's premises until it returns.

Labor Order Form

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

PAYMENT AUTHORIZATION FORM MUST ACCOMPANY YOUR ORDER

Discount Deadline Date
November 4, 2013

Eastern Analytical Symposium
November 18-20, 2013
Garden State Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

DISPLAY LABOR (One Hour Minimum per Worker)

		Rates: per person/per hour	
Carpenter Labor		**Discount Price**	**Showsite Price**
Straight Time	8:00 a.m. to 4:30 p.m. Monday through Friday	$154.35	$200.66
Overtime	4:30 p.m. to 8:00 a.m. Monday through Friday; all day Saturday	$201.82	$262.37
Double Time	Sundays and Holidays	$250.82	$326.07

		Rates: per person/per hour	
Expo Labor		**Discount Price**	**Showsite Price**
Straight Time	8:00 a.m. to 4:30 p.m. Monday through Friday	$108.05	$140.46
Overtime	4:30 p.m. to 8:00 a.m. Monday through Friday; Weekends & Holidays	$142.22	$184.89

*** You must have 2 Carpenters before requesting an Expo.**
*** Start time guaranteed only when labor is requested for the start of the working day.**
*** Labor must be cancelled in writing, 24 hours in advance to avoid one (1) hour cancellation or no-show fee per worker.**

INSTALLATION LABOR

☐ Metropolitan Exposition Supervised Labor – Key Information Form must be completed and returned with this order form.
Installation of your exhibit will be completed at our discretion prior to show opening.
The charge for this service is 30% of the total installation labor bill, or a minimum of $63.00.

Emergency Contact:_____ Phone #: _____

☐ Exhibitor Supervised Labor – Supervisor must check-in at Metropolitan Service Desk to pick-up labor.
Supervisor Name:_____ Phone #:_____

Date	Start Time	No. of People		Approx.Hrs Per Person		Total Hrs		Hourly Rate	Estimated Total Cost
_____	_____	_____	X	_____	=	_____	@	_____	$ _____
_____	_____	_____	X	_____	=	_____	@	_____	$ _____
_____	_____	_____	X	_____	=	_____	@	_____	$ _____

Metropolitan Supervision (30% / $63.00 minimum) = $ _____

7% NJ Tax = $ _____

Total Installation = $ _____

DISMANTLE LABOR

☐ Metropolitan Exposition Supervised Labor – Key Information Form must be completed and returned with this order form.
Dismantle of your exhibit will be completed at our discretion.
The charge for this service is 30% of the total Dismantle labor bill, or a minimum of $63.00.

Emergency Contact:_____ Phone #: _____

☐ Exhibitor Supervised Labor – Supervisor must check-in at Metropolitan Service Desk to pick-up labor.
Supervisor Name:_____ Phone #:_____

Date	Start Time	No. of People		Approx.Hrs Per Person		Total Hrs		Hourly Rate	Estimated Total Cost
_____	_____	_____	X	_____	=	_____	@	_____	$ _____
_____	_____	_____	X	_____	=	_____	@	_____	$ _____
_____	_____	_____	X	_____	=	_____	@	_____	$ _____

Metropolitan Supervision (30% / $63.00 minimum) = $ _____

7% NJ Tax = $ _____

Total Dismantle = $ _____

Key Information Page

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

Discount Deadline Date
November 4, 2013

Eastern Analytical Symposium
November 18-20, 2013
Garden State Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

Please complete and return form if your display installation and/or dismantle is to be supervised by Metropolitan Exposition Services, Inc.

INBOUND SHIPPING & SET-UP INFORMATION

Freight Carrier: _____ Date Shipped: _____

Number of Pieces:_____ Total Weight: _____ Tracking Number: _____

Freight shipped to: □ Warehouse □ Showsite

Comments: _____

Set-up Plan/Photo: □ Attached □ With Exhibit □ In Crate # _____

Electrical Drawing: □ Attached □ With Exhibit □ Under Carpet

Carpet: □ With Exhibit □ Rental □ Padding

Equipment/tools/hardware required:_____

Comments:_____

Remember to order in advance:

Furnishings & Carpeting ***Cleaning*** ***Electrical & Telephone***

OUTBOUND SHIPPING & SET-UP INFORMATION

Ship To: _____

Address: _____

City/State/Zip: _____

Attention: _____ Phone: _____

Method of Shipment (list name & phone number)

□ Common Carrier _____

□ Van Line _____

□ Air Freight _____

□ Next Day □ 2nd Day □ Deferred (3 to 5 days)

Freight Charges: □ Prepaid □ Collect

Bill To: _____

Address: _____

City/State/Zip: _____

EMERGENCY CONTACT INFORMATION

Name: _____ Phone:_____

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

Eastern Analytical Symposium
November 18-20, 2013
Garden State Convention Center

OFFICIAL SERVICE CONTRACTORS

Show Management, acting on behalf of all Exhibitors and in the best interest of the exposition, has appointed Official Service Contractors to perform and provide necessary services and equipment. Official Service Contractors are appointed to:

- Ensure the orderly and efficient installation and removal of the overall exposition,
- Assure the distribution of labor to all Exhibitors according to need,
- Provide sufficient labor to satisfy the requirements of Exhibitors and for the exposition itself,
- See that the proper type and limits of insurance are in force, and
- Avoid any conflict with local union and/or exhibit hall regulations and requirements.

The Official Service Contractors will provide all usual trade show services, including labor. Exceptions are:

- Supervision may be provided by the Exhibitor
- The Exhibitor may appoint an exhibit installation contractor or display builder.

EXHIBITOR APPOINTED CONTRACTORS

Exhibitors may employ the service of independent contractors to install and dismantle their display, providing the Exhibitor and the installation and dismantling contractor comply with the following requirements:

1. The Exhibitor must notify Show Management in writing and Metropolitan Exposition Services, Inc. of the intention to utilize an independent contractor no later than 30 days prior to the first move-in day, furnish the name, address and telephone number of the firm.

2. The Exhibitor shall provide evidence that the Exhibitor Appointed Contractor has a proper certificate of insurance with a minimum of $1,000,000 liability coverage, including property damage, to show management and Metropolitan Exposition Services, Inc. at least ten (10) days before the show opening.

3. The exposition floor, aisles, loading docks, service and storage areas will be under the control of the Official Service Contractor, Metropolitan Exposition Services, Inc.

4. For services such as electrical, plumbing, telephone, cleaning, and drayage, no contractor other than the Official Service Contractors will be approved. This regulation is necessary of licensing, insurance, and work done on equipment and facilities owned by parties other than the Exhibitor. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.

5. The Exhibitor Appointed Contractor to be used by the Exhibitor must provide a certificate of insurance with at least the following limits:

a. Comprehensive General Liability not less than $1,000,000 with respect to injuries to any one person per occurrence.

b. $2,000,000 with respect to injuries to more than one person in any occurrence

c. Workers' Compensation Insurance including employee liability coverage, in a minimum amount not less than $1,000,000 of individual and/or aggregate coverage.

d. Metropolitan Exposition Services, Inc. must be named as additional insured.

Any Exhibitor that does not have a certificate of insurance on file in the Metropolitan Exposition Service, Inc. office ten (10) days prior to the show will be automatically assessed a $100.00 fee which will be charged against their security deposit.

6. The Exhibitor Appointed Contractor:

a. Must agree to abide by all rules and regulations of the show, including all union rules and regulations.

b. Must have all business licenses, permits, and Worker's Compensation Insurance required by the State and City governments and the convention facility management prior to commencing work, and shall provide Show Management with evidence of compliance.

c. Will share with Metropolitan Exposition Services, Inc. all reasonable costs related to its operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etcetera.

d. Must furnish Show Manager and Metropolitan Exposition Services, Inc. with the names of all on-site employees who will be working on the exposition floor and see that they have and wear at all times necessary identification badges as determined by Show Management.

e. Shall be prepared to show evidence that it ha a valid authorization from the Exhibitor for services. The Exhibitor Appointed Contractor may not solicit business on the exhibit floor.

f. Must confine its operations to the exhibit area of its clients. No service desks, storage areas, or other work facilities will be located anywhere in the building. The show aisles and public space are not a part of the Exhibitor's booth space.

g. Shall provide, if requested, evidence to Metropolitan Exposition Services, Inc. that it possesses applicable and current labor contracts

h. Must coordinate all of its activities with Metropolitan Exposition Services, Inc.

7. All information must be received in the Metropolitan Exposition Services, Inc. office no later than ten (10) days prior to the show.

Exhibitor Appointed Contractor Notification

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

Eastern Analytical Symposium
November 18-20, 2013
Garden State Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

If your company is utilizing services from a company other than your own or Metropolitan Exposition Services, Inc., the official service contractor designated by Show Management, this form must be completed and returned by November 4, 2013.

If this form is not returned, the Exhibitor Appointed Contractor will not be permitted to access the exhibit floor to service the exhibit, and the work will be performed and/or supervised by Metropolitan Exposition Services, Inc.

Exhibiting Company _____ Booth_____

Address _____

City, State, ZIP _____

Authorized by _____Title_____

Phone_____ Fax _____

It is the responsibility of the exhibitor to see that each representative of an Exhibitor Appointed Contractor abides by the official rules and regulations of the event.

By signing below, you agree that by using an exhibitor appointed contractor(s) for any service, you agree to indemnify, defend and hold harmless Metropolitan Exposition Services, Inc. from any and all claims, demands, suits, liabilities, damages, injuries, losses, expenses, including legal expenses, due to the presence or actions of the exhibitor appointed contractor(s).

Signature _____ Date_____

The Exhibitor Appointed Contractor must send a copy of their General Liability Insurance Certificate no later than by November 4, 2013.

Type of work to be performed_____

Exhibitor Appointed Contractor/Display House_____

Address _____

City, State, Zip _____

Phone_____ Fax _____

On-Site Contact _____

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Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

Eastern Analytical Symposium
November 18-20, 2013
Garden State Convention Center

ATTENTION

Eastern Analytical Symposium Exhibitors

Metropolitan Exposition Services, Inc. is the designated provider for material handling.

Please note that exhibitor move-in is on:

November 17, 2013 (8:00am-7:00pm)

To ship your exhibition materials to the Metropolitan Exposition Warehouse, consign your shipment(s) as follows:

Eastern Analytical Symposium
[Exhibiting Company Name]
[Booth Number]
c/o Metropolitan Exposition Services
115 Moonachie Ave
Moonachie, NJ 07074

Materials should arrive between October 14, 2013 - November 11, 2013

Materials that are delivered to the Metropolitan Exposition Warehouse after the receiving deadline of November 11, 2013 will incur an additional 30% “late delivery” surcharge.

Should you have any questions, please do not hesitate to contact our Exhibitor Services Department as follows:

Phone:	201.994.1301
Fax:	201.994.1350
E-Mail:	Exhibitorservices@metro-expo.com
Web Site:	www.metro-expo.com

METROPOLITAN exposition
115 Moonachie Avenue
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Eastern Analytical Symposium
November 18-20, 2013
Garden State Convention Center

Please take a few minutes and review the following information pertaining to shipping and material handling.

Shipping Charges

Please prepay all shipping charges. Metropolitan Exposition Services, Inc. will not accept or be responsible for collect shipments.

Material Handling Rates and Charges

Labor and equipment required for unloading and loading are included with Metropolitan Exposition Services material handling rates. Material handling rates apply to each 100 pounds (CWT). All fractional poundage must be **rounded up** to the next CWT. Each shipment received is considered separately. No cumulative weights are allowed on split shipments, UPS, etc. The above services whether used completely or in part, are based on the inbound weight of the shipment. Tracing shipments with your carrier is NOT the responsibility of Metropolitan Exposition Services, Inc. Metropolitan Exposition Services, Inc. requires that 100% of the estimated payments are due in advance. Please complete and return the Payment Authorization Form with your order.

Special Handling

A surcharge of 35% is applied in addition to the quoted rates for shipment(s) received that require special handling. Special handling is defined as, but not limited to, any shipment that requires additional handling or special equipment to load or unload, i.e. ground handling, mixed loads, double decking, hoist equipment, designated loading sequence or side door unloading. You are required to notify Metropolitan Exposition Services, Inc. of any special handling needs two weeks prior to set-up. This includes forklift capacity over 5,000 pounds. Uncrated and/or loose shipments are subject to this charge.

Consignment

All shipments must be consigned c/o Metropolitan Exposition Services to enable us to accept them for handling. Convention centers and hotels will not accept direct shipments consigned to them, as they have no facilities for receiving or storing freight.

Inbound Bill of Lading / Delivery Slip

All shipments must have a bill of lading or delivery slip indicating the piece count, weight and description of merchandise. Upon shipping, immediately send copies of bill of ladings to Metropolitan Exposition as well as your on-site representative. Material handling charges are based on the weight of the freight. Certified weight receipts are required for all shipments. Trucks arriving without documented weight will be required to go to the nearest weighing station to obtain documentation or a mutual decision will be made as to the weight and will be binding to both parties.

Service Within Booth

All deliveries are made to the booth. Any further handling or placement within the booth will incur additional charges.

Empty Containers/Labels

When finished unpacking, empty shipping containers (cartons, fiber cases, etc.) that have empty labels affixed to them will be picked up, stored and returned at the close of the show. Empty labels are available at the Metropolitan Service Desk and are to be used for empty storage only. Metropolitan Exposition Services, Inc. is not responsible for any contents of a container marked empty. It will not be possible to access empty containers during the show as they will be stored off-site.

METROPOLITAN exposition
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Phone: 201-994-1301 Fax: 201-994-1350

Outbound Shipments

At the close of the show, it is the exhibitors' responsibility to:

- Obtain a Material Handling Agreement (MHA) from Metropolitan Exposition Services, Inc.
- Arrange with carrier of your choice to pick-up your freight from show site by the designated time
- Re-pack and label each container being shipped (old shipping labels should be removed)
- Complete and return the Material Handling Agreement (MHA) to Metropolitan Exposition Services, Inc.

A Material Handling Agreement must be completed for each shipment. Therefore, if you are shipping out freight to (2) different locations, Metropolitan must have an MHA for both locations. If freight is found on the show floor and Metropolitan Exposition Services, Inc. does not have a completed Material Handling Agreement, Metropolitan Exposition Services, Inc. will declare it **FORCED FREIGHT** and it will be returned C.O.D. to the address present on the outside of the packages. Metropolitan Exposition Services, Inc. assumes no responsibility for misdirected shipments or liability for such handling. Additional charges will be assessed for shipments returning to our warehouse at $55.00 per 100 pounds/CWT.

LIMITS OF LIABILITY

We are not responsible for damages to uncrated materials; materials improperly packed or concealed damages.

1. We are not responsible for loss, theft, or disappearance of any materials improperly packed or concealed damages.
2. We are not responsible for loss, theft, or disappearance of any materials before they are picked up from the exhibitors' booth for reloading after the show. Bills of lading covering outbound shipments will be checked at the time of actual pickup from the booth and discrepancies will be corrected.
3. We are not responsible for any loss, damage or delay due to fire, Acts of God, strikes, lockout, or work stoppages of any kind or to causes beyond our control.
4. Maximum recovery. If found liable for any loss, Metropolitan's sole and exclusive maximum liability for loss or damage to exhibitor's materials and exhibitor's sole and exclusive remedy is limited to $.50 (USD) per pound/ article with a maximum liability of $100.00 (USD) per item, or $1500.00 (USD) per shipment, whichever is less.
5. We are not liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues or for collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit it.
6. The consignment or delivery of a shipment to Metropolitan Exposition Services Inc. by an exhibitor (and/or other shipper) on behalf of the exhibitor shall be construed as acceptance by the exhibitor of the terms and conditions set forth.

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Phone: 201-994-1301 Fax: 201-994-1350

Eastern Analytical Symposium
November 18-20, 2013
Garden State Convention Center

As the official service contractor, Metropolitan Exposition Services, Inc. is the exclusive provider of material handling services. We are prepared to receive your exhibition materials either in advance at our warehouse or directly at show site. Material handling should not be confused with the cost to transport your exhibit materials to and from the show. You should arrange for the carrier of your choice to transport your materials. All shipments must be prepaid. Collect shipments will be refused.

Advance Shipping to Metropolitan Exposition Warehouse (200 pound minimum per shipment)
Only material that is skidded or in shipping containers that can be unloaded without additional handling required will be accepted at our warehouse. Uncrated or loose shipments will be refused at the warehouse.

The rate for this service includes: unloading and storing freight for up to (30) days; reloading and delivering freight to your booth; removing, storing and returning empty shipping containers; reloading freight onto outbound carrier.

Make out the bill of lading and consign as follows:

Eastern Analytical Symposium
[Exhibiting Company Name]
[Booth Number]
c/o Metropolitan Exposition Services, Inc.
115 Moonachie Ave
Moonachie, NJ 07074

Advance shipments can arrive beginning on:
October 14, 2013

Advance shipment deadline
(to avoid surcharges)
November 11, 2013

Warehouse receiving hours are 8:00am - 4:00pm

Direct Shipping to Garden State Convention Center (200 pound minimum per shipment)

This service includes: unloading freight and delivering materials to your booth; removing, storing and returning empty containers; reloading freight onto outbound carrier.

Make out the bill of lading and consign as follows:

Eastern Analytical Symposium
[Exhibiting Company Name]
[Booth Number]
c/o Metropolitan Exposition Services, Inc.
Garden State Convention Center
50 Atrium Drive
Somerset, NJ 08873

Shipments can arrive to show site:
November 17, 2013 (8:00am-7:00pm)

Do not ship any materials to Garden State Convention Center before this time frame. Garden State Convention Center will not accept any shipments.

Material Handling Order Form

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

PAYMENT AUTHORIZATION FORM MUST ACCOMPANY YOUR ORDER

Eastern Analytical Symposium
November 18-20, 2013
Garden State Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

CRATED/SKIDDED Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

UNCRATED Material that is shipped loose or pad wrapped, and/or unskidded machinery without proper lifting bars or hooks.

SPECIAL HANDLING Material delivered by the carrier in such a manner that it requires additional handling, such as these types of unloading: ground, side door, constricted space, designated place, mixed loads,and/or stacked shipments. **Federal Express, DHL and UPS shipments are included in this category.**

Straight Time	Monday through Friday, 8:00am to 4:30pm
Overtime	Monday through Friday, 4:30pm to 8:00am; Saturdays, Sundays and all Holidays
ST/ST	Freight handled on straight time into and out of the show
ST/OT	Freight handled one way on straight time and one way on overtime, either into or out of the show
OT/OT	Freight handled on overtime into and out of the show

ADVANCE SHIPMENTS TO METROPOLITAN WAREHOUSE

*** Advance shipments will be charged at the following rates in accordance with our move-in and move-out schedule.

	CRATED / SKIDDED		SPECIAL HANDLING	
	Per 100 lbs	Minimum	Per 100 lbs	Minimum
ST/OT	$130.88	$261.76	$242.81	$485.62
OT/OT	$157.13	$314.26	$364.09	$728.18

DIRECT SHIPMENTS TO GARDEN STATE CONVENTION CENTER

***** Direct shipments will be charged at the following rates in accordance with the move-in and move-out schedule.**
***** Trucks signing-in at after 2:00pm will be charged OT rate.**

	CRATED / SKIDDED		UNCRATED		SPECIAL HANDLING	
	Per 100 lbs	Minimum	Per 100 lbs	Minimum	Per 100 lbs	Minimum
ST/OT	$110.25	$220.50	$154.88	$309.76	$191.36	$382.72
OT/OT	$132.30	$264.60	$193.46	$386.92	$286.91	$573.82

SMALL PACKAGE – (Items that DO NOT ship out) Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Maximum weight is 30 pounds, per shipment, per delivery. Only Federal Express, UPS, & DHL shipments can be considered as small packages.

	Warehouse	Show Site
First Carton	$58.28	$47.78
Each Additional Carton	$16.01	$10.76

*** If small packages are shipped out, the prices will be changed to reflect the above roundtrip rates.**

CALCULATE ESTIMATED MATERIAL HANDLING CHARGES

Our shipment will be delivered to: ☐ Metropolitan Warehouse ☐ Garden State Convention Center
We are shipping _____ lbs. @ $_____ per 100 lbs., 200 lbs. min per shipment

Estimate = $_____
Late Arrival Surcharge add 30% = $_____
Total Due = $_____

We understand this is an estimate. Invoicing will be done from actual weight and adjustments made accordingly.

WAREHOUSE LABEL

METROPOLITAN exposition

R U S H

DO NOT DELAY

Must Arrive on or before
October 14, 2013 - November 11, 2013

TO:_____
EXHIBITOR'S NAME

C/O: METROPOLITAN EXPOSITION SERVICES INC.
115 Moonachie Avenue
Moonachie, N.J. 07074

WAREHOUSE

Eastern Analytical Symposium

Booth:_____ No._____of_____Pcs.

Carrier_____

SHOW SITE LABEL

METROPOLITAN exposition

R U S H

DO NOT DELAY

Must Arrive
November 17, 2013 (8:00am-7:00pm)

TO:_____
EXHIBITOR'S NAME

C/O: METROPOLITAN EXPOSITION SERVICES INC.
Garden State Convention Center
50 Atrium Drive
Somerset, NJ 08873

SHOW SITE

Eastern Analytical Symposium

Booth:_____ No._____of_____Pcs.

Carrier_____

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE. PLEASE PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY. IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.

Metropolitan Exposition Transportation Inbound Form

METROPOLITAN exposition TRANSPORTATION
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-355-4109 Fax: 201-355-4145

Eastern Analytical Symposium
November 18-20, 2013
Garden State Convention Center

PO#

Internal Use Only

Contact Information

Contact Name	Company Name
Phone	Email Address

Pickup Location

Company Name		
Street Address	**City**	**State/Country**
	Zip/Postal Code	**Phone Number**

Shipment Destination

Company Name		
Show Name / Booth Number		
Street Address	**City**	**State**
	Zip/Postal Code	

Type of Service

☐ Truckload	☐ Deferred	☐ 2nd Day Air
☐ Overnight Air	☐ Economy / Standard Ground	☐ 3rd Day Air

Additional Services

☐ Lift Gate
☐ Residential
☐ Inside Pickup
Declared Value $ _____ (Declared Value can not exceed $10,000)

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Eastern Analytical Symposium
November 18-20, 2013
Garden State Convention Center

PO#

Internal Use Only

Shipment Information

Requested Pickup Date			Time of pickup (4 hour window:)	
Requested Delivery Date				
Number of Pieces	**Length**	**Width**	**Height**	**Weight**
			Total Weight	
			Hazardous Materials?	
			☐ YES ☐ NO	

Additional Information or Instructions

When you've completed this form, fax it to 201-355-4145 or email shipping@metro-transportation.com.

If you have any Questions or Concerns, call us at 201-355-4109.

******* Thank You for Choosing Metropolitan Exposition Transportation! *******

METROPOLITAN exposition TRANSPORTATION
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-355-4109 Fax: 201-355-4145

Eastern Analytical Symposium
November 18-20, 2013
Garden State Convention Center

Company Name _____ Booth Number _____

OUTBOUND SHIPMENT DETAILS

Company / Business Name		
Street Address		
Show Name (if applicable)	**City**	**State**
Contact Name & Number	**Zip/Postal Code**	

☐ Economy / Deferred (4 - 7 Business Days) ☐ 2nd Day

☐ 3rd Day ☐ Next Day

Piece Count Estimate _____ Total Weight Estimate _____

Additional Information or Instructions

METROPOLITAN exposition

115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

Eastern Analytical Symposium
November 18-20, 2013
Garden State Convention Center

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE

The terms and conditions set forth below become a part of the Contract between Metropolitan Exposition Services, Inc. and you, the Exhibitor. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- The Payment Authorization Form is signed; or
- An order for labor, services and/or rental equipment is placed by exhibitor with Metropolitan Exposition Services, Inc.; or
- Work is performed on behalf of exhibitor by labor secured through Metropolitan Exposition Services, Inc.

DEFINITIONS

For purposes of the contract, "Metropolitan Exposition Services, Inc," ("Metropolitan") means its employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited, to any subcontractors Metropolitan Exposition Services, Inc. may appoint. The term "Exhibitor" means the exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC").

PAYMENT TERMS

Full payment, including applicable tax, is due in advance or at show site. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional after deadline charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of Metropolitan except where specifically identified as a sale. All rentals include delivery, installation, and removal from Exhibitor's booth. In case of cancellation of any orders or services by Exhibitor, a one-hour "per person, per hour" charge will be applied for all labor orders that are not cancelled in writing at least 24 hours prior to the scheduled start time. If services have already been provided at the time of cancellation, a 50% restocking fee will be applied to all Metropolitan rental items with the exception of Custom-Cut carpet and any other custom-order items, which will remain at 100% of the original charge. If the show or event is canceled because of reasons beyond Metropolitan's control, Exhibitor remains responsible for all charges for services and equipment provided up to and including the date of cancellation. Metropolitan will not issue refunds to Exhibitor of any payments made before the date of cancellation. It is exhibitor's responsibility to advise the Metropolitan Service Desk Representative of any problems with any orders, and to check the Exhibitor's invoice for accuracy prior to the close of the show or event. If Exhibitor is exempt from payment of sales tax, Metropolitan requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless Exhibitor is rebilling these charges to its customers. For International exhibitors, Metropolitan requires 100% prepayment of advance orders, and nay order or services placed at show site must be pad at the show. For all others, should there be any pre-approved unpaid balance after the close of the show, terms will be net, due and payable in Moonachie, New Jersey upon receipt of invoice. Effective thirty (30) days after invoice date, any unpaid balance will bear a finance charge at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an Annual Percentage Rate of 18%, and future orders will be on a pre-paid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, any excess finance charge received by Metropolitan shall be either applied to reduce the principal unpaid balance or refunded to the payer. These payment terms and conditions shall be governed by and construed in accordance with the Laws of the State of New Jersey. In the event of any dispute between the Exhibitor and Metropolitan relative to any loss, damager, or claim, such Exhibitor shall not be entitled to and shall not withhold payment, or any partial payment, due to Metropolitan for its services, as an offset against the amount of any alleged loss or damager. Any claim against Metropolitan shall be considered a separate transaction, and shall be resolved on its own merits. Metropolitan reserves the right to charge Exhibitor for the difference between the Exhibitors estimate of charges and the actual charges incurred by the Exhibitor, or for any charges that Metropolitan may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. If Exhibitor provides a credit card for payment and charges are rejected by the Exhibitor's credit card company for any reason, Metropolitan hereby provides notice that it reserves the right, and Exhibitor authorizes Metropolitan, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on Exhibitor's account.

LABOR UNDER THE SUPERVISION OF METROPOLITAN – RESPONSIBILITIES:

Metropolitan shall be responsible for the performance of labor provided under this option. Metropolitan does not assume responsibility for any acts of, or loss to, persons, parties an/or other contracting firms not under Metropolitan's direct supervision and control. In no event shall Metropolitan be liable for loss or damage caused by delay in labor beginning work when Exhibitor requests labor to begin later than the start of the working day. Metropolitan shall not be responsible for loss, delay or damage due to strike, lockouts, and/or work stoppages, or other causes beyond Metropolitan's reasonable control.

INDEMNIFICATION:

Metropolitan agrees to indemnify, hold harmless, and defend Exhibitor from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to Metropolitan's employees, or property damage arising out of work performed by labor provided by and supervised by Metropolitan except when Exhibitor exercises direction and/or control over the work being performed.

LABOR UNDER THE SUPERVISION OF EXHIBITOR – RESPONSIBILITIES:

Exhibitor shall be responsible for the performance of labor provided under this option. It is the responsibility of exhibitor to supervise labor secured through Metropolitan in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with Metropolitan's Safe Work Rules and/or Federal, State, County and Local ordinances, rules an/or regulations, including but not limited to show or facility management rules and regulations. It is the responsibility of Exhibitor to check in with the Metropolitan Service Desk to pick up labor and to return to the Service Desk to release labor when the work is completed.

INDEMNIFICATION:

Exhibitor agrees to indemnify, hold harmless, and defend Metropolitan from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorney's fees and investigation costs) for bodily injury, including any injury to Metropolitan employees, and/or property damage arising out of work performed by labor provided by Metropolitan but supervised by Exhibitor. Further, the Exhibitor's indemnification of Metropolitan includes any and all violations of Federal, State, County or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by facility or show management, and/or directing labor provided by Metropolitan to work in a manner that violates any of the above rules, regulations, and/or ordinances.

METROPOLITAN exposition

115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

Eastern Analytical Symposium
November 18-20, 2013
Garden State Convention Center

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE

The terms and conditions set forth below become a part of the Contract between Metropolitan Exposition Services, Inc. and you, the Exhibitor. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- The Material Handling Agreement is signed; or
- Exhibitor's materials are delivered to Metropolitan's warehouse or to a show or exposition site for which Metropolitan Exposition Services, Inc. is the Official Show Contractor; or
- An order for labor and/or rental equipment is placed by exhibitor with Metropolitan

1. **DEFINITIONS** - For purposes of the contract, "Metropolitan Exposition Services, Inc," ("Metropolitan") means its employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited, to any subcontractors Metropolitan Exposition Services, Inc. may appoint. The term "Exhibitor" means the exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC"). Further, Exhibitor is in fact the "Shipper" for all purposes and circumstances notwithstanding anything contained herein to the contrary.

2. **PACKAGING & CRATES** – Metropolitan shall not be responsible for damage to loose or uncrated materials, pad-wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed materials. In addition, Metropolitan shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage, Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means.

3. **EMPTY CONTAINERS** – Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of the exhibitor or its representative. All previous labels must be removed or obliterated. Metropolitan assumes no responsibility for: error in the above procedures; removal of containers with old empty labels and without Metropolitan labels; improper information on the empty labels. Metropolitan will not be liable for loss or damage to crates and containers or their contents while same are in empty container storage.

4. **INBOUND SHIPMENT(S)** – Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of Exhibitor or its representative, and during such time the materials will be left unattended. Metropolitan will not be responsible for any loss, damage, theft, or disappearance of exhibitor's materials after same have been delivered to Exhibitor's booth at show site. Metropolitan highly recommends the securing of security services from facility or show management.

5. **OUTBOUND SHIPMENT(S)** - Consistent with trade show industry practices, there may be a lapse of time between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier and during such time the materials will be left unattended. Metropolitan will not be responsible for any loss, damage, theft, or disappearance of exhibitor's materials before same have been picked up for reloading at the conclusion of the event. Metropolitan highly recommends the securing of security services from facility or show management. All Material Handling Agreements submitted to Metropolitan by exhibitor will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to Metropolitan and the actual count of such items in the booth at the time of pickup

6. **DELIVERY TO THE CARRIER FOR RELOADING** – Metropolitan assumes no responsibility for loss, damager, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's appointed contractor, shipper, or agent for transportation after the conclusion of the show. Metropolitan loads the materials onto the carrier under directions from the carrier or driver of that carrier. Any loading onto the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. Metropolitan assumes no responsibility for loss, damage, theft or disappearance of exhibitor's materials that arises out of improperly loaded materials.

7. **DESIGNATED CARRIERS** – In order to expedite removal of materials from show site as required by show management and/or the facility, Metropolitan shall have the authority to change the exhibitor designated carrier if that carrier does not pickup the shipment(s) at the appointed time. Where no disposition is made by exhibitor, materials may be taken to a warehouse to await exhibitors shipping instructions and exhibitor agrees to be responsible for charges relating to such rerouting and handling. In no event shall Metropolitan be responsible for any loss resulting from such rerouting designation.

8. **METROPOLITAN'S RESPONSIBILITIES** – Metropolitan shall be responsible only for those services which it directly provides. Metropolitan assumes no responsibility for any persons, parties, or other contracting firms not under Metropolitan's direct supervision and control. Metropolitan's performance hereunder is subject to, and Metropolitan shall not be responsible for loss, delay, or damager due to , strike, lockouts, work stoppages, natural elements, vandalism, Act of God, civil disturbances power failures, explosions, acts of terrorism or war, or for any other cause beyond Metropolitan's reasonable control, nor for ordinary wear and tear in the handling of materials.

9. **INSURANCE** – It is understood that Metropolitan is not an insurer. Insurance on exhibit materials, if any, shall be obtained by exhibitor in amounts and for perils determined by exhibitor. Exhibitor agrees to provide Metropolitan with a release of subrogation to the extent of any insurance settlement received.

METROPOLITAN exposition

115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

10. **CLAIM(S) FOR LOSS** - Exhibitor agrees that any and all claims for loss or damage must be submitted to Metropolitan immediately at the show site, and in any case not later than thirty (30) business days after the conclusion of the show or exposition. (For purposes of claim reporting, the "conclusion" of the show shall be construed as the time when exhibitor's materials are delivered to the carrier for transportation from the show site of from Metropolitan's warehouse). All claims reported after thirty (30) business days will be rejected. In no event shall a suit or action be brought against Metropolitan more than one (1) year after the date of loss or damage occurred.

a) Payment for services may not be withheld. In the event of any dispute between the exhibitor and Metropolitan relative to any loss, damage, or claim, exhibitor shall not be entitled to and shall not withhold payment or any partial payment, due Metropolitan for its services as an offset against the amount of any alleged loss or damager. Any claims against Metropolitan shall be considered a separate transaction and shall be resolved on their own merits.

b) Maximum recovery. If found liable for any loss, Metropolitan's sole and exclusive maximum liability for loss or damage to exhibitor's materials and exhibitor's sole and exclusive remedy is limited to $.50 (USD) per pound per article with a maximum liability of $100.00 (USD) per item, or $1,500.00 (USD) per shipment whichever is less.

c) Breach of Contract and/or negligence only. Metropolitan's liability shall be limited to any loss or damage which results solely from Metropolitan's negligence in the actual physical handling of the items comprising exhibitor's shipment(s) OR which results from breach of this contract and not for any other type of loss or damage. In no event shall Metropolitan be liable to the exhibitor or to any other party for special, collateral, exemplary, indirect, incidental, or consequential damager, whether such damages occur either prior or subsequent to, or are alleged as a result of, tortuous conduct, failure of the equipment or services of Metropolitan or breach of any of the provisions of this Contract, regardless of the form of action, whether in contract or in tort, including strict liability and negligence, event if Metropolitan has been advised or had notice of the possibility of such damages, or for any damages caused by exhibitor's failure to perform exhibitor's responsibilities. Such excluded damages include but are not limited to loss of profits, loss of use, interruption of business or other consequential or indirect economic losses.

11. **DECLARED VALUE** - Declarations of Declared Value are between the exhibitor and the selected carrier ONLY, and are in no way an extension of Metropolitan's maximum liability stated herein. Metropolitan will use commercially reasonable efforts to transmit the Declared Value instructions to the selected carrier; however, Metropolitan will be not be liable for any claim arising from the transmittal of, or failure to transmit, declared value instructions to the carrier nor for failure of the carrier to uphold the declared value or any other term of carriage.

12. **JURISDICTION / ARBITRATION** - This contract shall be construed under the laws of the State of New Jersey without giving effect to its conflict of laws rules. Exclusive venue for all disputes arising out of or relating to this contract shall reside in a court of competent jurisdiction in Bergen County, New Jersey. Notwithstanding anything herein to the contrary, any controversy or claim arising out of or relating to this Contract, or the breach thereof, shall be settled by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules and judgment on the aware rendered by the arbitrator(s) may be entered by any court having jurisdiction thereof.

13. **INDEMNIFICATION** - Exhibitor agrees to indemnify and forever hold harmless Metropolitan and its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of contributed to by any of the following:

- Exhibitor's negligent supervision of any labor secured through Metropolitan, or the negligent supervision of such labor by any of exhibitor's employees, agents, representatives, customers, invitees and/or any exhibitor appointed contractors (EAC);
- Exhibitor's negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of exhibitor's employees, agents, representatives, customers, invitees and/or any exhibitor appointed contractors (EAC) at the show or exposition to which this Cotract related, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of Metropolitan's equipment.
- Exhibitor's violation of Federal, State, County of Local ordinances;
- Exhibitor's violation of show regulations and/or rules as published and set forth by facility and/or show management.

14. **WAIVER & RELEASE** - Exhibitor, as a materials part of the consideration to Metropolitan for material handling services, waives and releases all claims against Metropolitan with respect to all matters for which Metropolitan has disclaimed liability pursuant to the provisions of this Contract.

15. **SEVERABILITY** - If any provision of this Contract proves to be illegal, invalid, or unenforceable, the remainder of this Contract will not be affected by such finding, and in lieu of each provision of this Contract that is proven to be illegal, invalid, or unenforceable, a provision will be added as part of this Contract as similar in terms to such illegal, invalid, or unenforceable provision as may be possible and be legal, valid and enforceable.

CompuSystems
Lead Management

Dear Exhibitor:

CompuSystems, the show's official registration provider, also offers a suite of lead retrieval products and services designed to help you maximize the return on your investment from exhibiting and turn qualified buyers into sales. This comprehensive approach to lead management will connect you with attendees both during and after the show.

Onsite, CompuLEAD lead retrieval products are designed to help you quickly and effectively capture and qualify leads on the show floor. Using lead retrieval to capture sales leads in your booth enables you to qualify leads with follow-up action codes, eliminates hand-keying leads into your database for quicker lead follow up and gives you access to complete demographic information on attendees you wouldn't otherwise receive collecting business cards.

When the show ends, exhibitors that used a CompuLEAD device also have access to BuyerConnect, our premier post show follow-up service. You can send follow-up emails to your lead list, print mailing labels and generate reports to measure ROI – all for FREE!

Use the following order forms to learn more and sign up for these valuable services today. If you have any questions, one of our knowledgeable exhibitor services representatives is standing by to help you place your order.

Have a Great Show!

CompuSystems

Think Big Picture!

Get the most out of your trade show investment! Use our products and services to capture and qualify attendees on the show floor and promptly follow up on your leads when the show ends.

Can you afford not to take advantage of these valuable services?

checklist

- ☐ **Ordered a CompuLEAD lead retrieval device to capture and qualify my sales leads onsite**
- ☐ **Used BuyerConnect to promptly follow up with my sales leads**

ORDER ONLINE
www.compusystems.com/order

For assistance (inside the U.S.)
call toll-free: 866.600.LEAD (5323)

For assistance (outside the U.S.)
call: +1 708.786.5565

CompuLEAD Products

CompuSystems offers a suite of lead management products and services designed to help exhibitors quickly and easily capture and qualify leads on the show floor. Our products read trade show attendee badges and instantly capture comprehensive sales leads. Using lead retrieval enables you to qualify leads with follow-up action codes, eliminates hand-keying leads into your database for quicker lead follow-up and gives you demographic information on attendees you wouldn't otherwise receive collecting business cards.

descriptions

CompuLEAD Mobile Elite

A handheld device with robust surveying and qualifying capabilities. Has a large touch screen and attached stylus. Plus instant online access to sales leads. *Electricity needed to charge unit, nightly charging required.*

- QWERTY keyboard for extensive note taking and lead editing
- Complete with 10 standard qualifiers and 4 standard survey questions
- Create custom lead qualifiers or survey questions (addl. charges will apply)
- Optional wireless printer (addl. charges will apply)

CompuLEAD Mobile

Capture leads anywhere with this lightweight handheld device, and quickly read attendee badges without removing badge from holder.

- Leads provided electronically
- Note taking functionality
- Complete with 10 standard qualifiers
- Create custom lead qualifiers (addl. charges will apply)

CompuLEAD Smart

A powerful and easy way to capture sales leads both on and off the show floor – using your own Smartphone! Download the app from your app store after ordering, and activate via a unique access code. *App works with all iPhone, Android with OS Éclair 2.1 and above and iPad devices. One app required per phone.*

- Scan the barcode on the attendee's badge or enter the number found on the badge to capture their contact information
- Complete with 10 standard qualifiers and 4 standard survey questions or create your own custom qualifiers or survey questions
- Edit lead contact information and add notes
- Instant online access to sales leads (data plan or Wi-Fi required)
- Send electronic literature immediately to your leads right from within the app (addl. charges will apply)

CompuLEAD Desktop

Drop and record design reads attendee badges and instantly prints comprehensive sales lead reports. Requires electricity.

- Complete with 10 standard lead qualifiers
- Receive your leads electronically (addl. charges may apply)
- Create custom lead qualifiers or surveys (addl. charges will apply)
- Optional keyboard for taking notes (addl. charges will apply)

terms & conditions

By completing the Lead Retrieval Order Form, you agree to be held liable for the return of the CompuLEAD unit and its accessories. If the unit is not returned within 1 hour after the show floor closes, a $100 late fee will be charged per day to the credit card on file until the unit is returned. If the unit is not returned or returned damaged, a $1500 replacement fee will be charged. If the CompuLEAD keyboard is not returned a $50 replacement fee will be charged. If the GPRS Modem or Wireless Printer is not returned a $750 replacement fee will be charged. If the snap-on charger for the Mobile Elite is not returned a $250 replacement fee will be charged. If the power cord for the Wireless Printer or Mobile Elite is not returned a $100 replacement fee will be charged. If the unit or accessories are subsequently returned to CompuSystems, the fees may be reduced by CompuSystems. You, not CompuSystems or Show Management, are responsible for the proper use and safekeeping of the

CompuSystems

CompuLEAD
Lead Retrieval Order Form

Eastern Analytical Symposium and Exposition
November 18 - 20, 2013
Garden State Exhibit Center, Somerset, NJ

ORDER ONLINE: www.compusystems.com/order | **EARLY BIRD DEADLINE: 09/19/13 ADVANCE DEADLINE: 10/18/13**

complete packages

best value!

Select a package for everything you need to capture, qualify and follow up with your leads.

	EARLY BIRD	ADVANCE	STANDARD	QTY	TOTAL
CompuLEAD Mobile Qualifier Elite (181) ⚡ Includes electronic leads, custom qualifiers, instant online lead access, QWERTY keyboard for note taking and lead editing, wireless printer and delivery, setup and in-booth training.*	$665	$745	$845	____	$_____
CompuLEAD Mobile Qualifier (113) Includes electronic leads, custom qualifiers, and delivery, setup and in-booth training. *	$545	$615	$695	____	$_____
CompuLEAD Desktop Qualifier (101) ⚡ Includes electronic leads, custom qualifiers, and delivery, setup and in-booth training. *	$490	$555	$635	____	$_____

mobile app

	EARLY BIRD	ADVANCE	STANDARD	QTY	TOTAL
CompuLEAD Smart App (173A) *Smartphone not included. Data-plan or Wi-Fi plan required. One app required per phone.* Includes instant online lead access, and custom qualifiers/survey questions if you place your order online. Scan the barcode on the attendee's badge or enter the number found on the badge to capture a lead. App works with all iPhone and iPad devices with iOS 4.3 and above, and Android with OS Froyo 2.2 and above. Device must have a camera with an auto-focus feature to scan the barcode. Price is for one show only. *	3 Licenses Included $450	$480	$510	____	$_____
Additional CompuLEAD Smart App License (173B)	$115			____	$_____

a la carte

Select individual products and don't forget to order valuable enhancements (located below).
See product description sheet for more information.

	EARLY BIRD	ADVANCE	STANDARD	QTY	TOTAL
CompuLEAD Mobile Elite (176A) ⚡	$440	$480	$525	____	$_____
Wireless Printer for Mobile Elite (177)	+$75	+$90	+$110	____	$_____
CompuLEAD Mobile (13A)	$390	$430	$475	____	$_____
CompuLEAD Desktop (01A, 103) ⚡	$330	$370	$415	____	$_____

enhancements

Keyboard (03) Available for CompuLEAD Desktop.	$ 30	$ 35	$ 40	____	$_____
Custom Qualifiers (05, 18, 180) Available for CompuLEAD Desktop, CompuLEAD Mobile, and CompuLEAD Mobile Elite. *	$ 90	$105	$125	____	$_____
Custom Survey (06, 179) Available for CompuLEAD Desktop and CompuLEAD Mobile Elite . *	$ 90	$105	$125	____	$_____
Delivery, Setup & In-Booth Training (08) Available for all "a la carte" products.	$ 95	$110	$130	____	$_____

* Custom Qualifiers and Custom Survey questions must be received at the time your order is placed. Any changes to your qualifiers or survey after your order is processed (either pre-show or onsite) will result in a $50 service fee.

electronic literature

Electronic Literature Solution (EXP) Reduce your cost to exhibit by eliminating the need to print your literature and minimize paper waste! Package includes up to 5 electronic company brochures (PDFs, up to 1 MB each) hosted in BuyerConnect, the attendee post-show follow-up system, as well as available on pre-show Connect*ME* services. If you purchase the CompuLEAD Smart App, your literature can also be distributed to your leads right from within the app. Available for all "a la carte" products and the CompuLEAD Smart App. ***Give us a call us to learn more!***

	SELECT	
$ 50	☐	$_____

Using your own scanning equipment? Please note that the barcode is encrypted. Call 708.786.5565 for information and pricing on obtaining full lead information post-show.

payment

Contact Name/Title _____ Company Name _____ Booth # (Required) _____

Address _____

City _____ State _____ Zip Code _____ Country _____

Phone _____ Onsite Cell _____ Fax _____

E-mail _____ Alternate E-mail (to receive leads post-show) _____

Subtotal	$_____
Sales Tax 7%	$_____
Processing Fee	$ 15.00
TOTAL	$_____

ALL ORDERS SUBJECT TO A $100 CANCELLATION FEE
NO REFUNDS AFTER 11/01/13
No refunds on CompuLEAD Smart

☐ Check *(payable in U.S. funds to CompuSystems; order form must accompany check)*
☐ Visa ☐ MC ☐ Amex

Credit card deposit **required** for all rentals. If paying by check, credit card will not be charged unless unit is damaged or not returned on time.

By signing this order form, I declare that I have fully read, understand and agree to abide by the Terms and Conditions listed on the product description page.

Card Number _____ Expiration Date _____

Cardholder Name _____ Cardholder Signature _____

ORDER ONLINE
www.compusystems.com/order

FAX ORDERS TO:
+1 708.344.4444

MAIL ORDERS TO:
CompuSystems, Inc.
P.O. Box 6271
Broadview, IL 60155, USA

FOR ASSISTANCE CALL:
(INSIDE U.S.) toll free 866.600.LEAD
(OUTSIDE U.S.) +1 708.786.5565

⚡ Requires 110v AC Circuit.

enhancements

Don't forget these valuable add-ons!

Custom Lead Qualifiers — Qualify your prospects in ways that are unique to your company. This option works just like Standard Lead Qualifiers, except you create and supply us with your own qualifiers. You can create up to 99 custom qualifiers, 21 characters long, including spaces. Simply provide your list of qualifiers when you place your order. **Option for Desktop, Mobile, & Mobile Elite**.

Custom Survey — Survey questions allow you to qualify your prospects and customize your post-show follow-up effort. Simply provide your survey questions with your faxed order, and we will program your survey to print on the paper lead form after a badge is scanned. **Option for Desktop & Mobile Elite**.

Delivery, in-booth setup and training — Have your units delivered direct to your booth. A CompuSystems technician will also set the machines up in your booth and train your staff how to use them.

Keyboard — This valuable option allows you to take electronic notes using the CompuLEAD Desktop unit. Say goodbye to handwriting your notes and hello to keying them in! **Option for Desktop**.

Wireless Printer — This valuable option allows you to print via Bluetooth from a hand-held device. **Option for Mobile Elite**.

BuyerConnect Follow-Up Services

Included FREE with all CompuLEAD rentals

CompuSystems offers premier post show follow-up services for exhibitors *and* attendees. After the show, both exhibitors and attendees will receive a personal BuyerConnect email inviting them to view their contacts and take advantage of a powerful suite of post show follow-up services.

Exhibitors can:

- Easily keep track of the attendees who stopped by their booth
- View and print their leads
- Send broadcast emails to their list of leads
- Print mailing labels from their list of leads
- Create reports based on the following criteria:
  - Lead Ranking
  - Leads Profile
  - Leads by Hour
  - Leads by Geographical Distribution

Attendees can:

- View and download company information for exhibitors they visited
- Send follow-up emails to exhibitor contacts

It's never been easier to follow up with your leads — and it's FREE!

Electronic Literature Solution

Add this option to your order and GO GREEN!

- Reduce printing and shipping costs for the event
- Avoid the literature paper-jam carried around by attendees
- Minimize paper waste and harm to the environment
- Increase your company exposure

The easy and cost-effective way to ensure your information gets into the hands of attendees!

CompuSystems
P.O. Box 6271, Broadview, IL 60155
Phone: +1 708.786.5565 • Fax: +1 708.344.4444
www.compusystems.com

Join the CompuLEAD Users Group
LinkedIn

Custom Lead Qualifier Template

All the CompuLEAD lead retrieval units come equipped with ten standard lead qualifiers. For an additional charge, you can choose to create and supply CompuSystems with qualifiers specific to your company using the template below. Simply select the Custom Lead Qualifiers option on the lead retrieval order form, and fax this template to CompuSystems along with your order. Your lead retrieval product(s) will then be programmed with the qualifiers you specified.

You may create up to 99 Custom Lead Qualifiers, up to 21 characters long (including blank spaces).

In addition to letters and numbers, the following characters may be used: dashes, greater than and less than symbols, and plus and minus signs.

01. _____
02. _____
03. _____
04. _____
05. _____
06. _____
07. _____
08. _____
09. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____

If you need additional space beyond what this template allows, you may attach a separate sheet of paper to this form continuing the number sequence.

Fax with your order form to: +1 708.344.4444

The following qualifiers come standard with every unit rented:

Standard Lead Qualifiers

Lead Ranking
01 A-Lead
02 B-Lead
03 C-Lead

Follow Up
06 E-mail Info
07 Mail Info
08 Have Rep Call

Authority
04 Influencer
05 Decision Maker

In-Booth Action
09 Gave Literature
10 Gave Demo

Use this template to create your own custom codes, which will replace the standard qualifiers listed above. Please keep a copy for your records.

All qualifiers will be programmed into your lead retrieval unit prior to show start. For CompuLEAD Desktop, the first 40 qualifiers will be printed and placed in a viewing tray onboard the unit; the remainder will be printed and given to you. For CompuLEAD Mobile and Mobile Elite, you will be able to view your list of qualifiers on the unit's screen. For CompuLEAD Smart, you must customize your qualifiers **PRIOR** to activation.

Show Name _____

Company Name _____

Booth Number _____

EASTERN ANALYTICAL SYMPOSIUM

November 18 – 20, 2013
Garden State Exhibit Center

2013 Equipment Reservation Form

Call Jim Clark
609-395-4115

NMR, 28 Abeel Road, Monroe Twp., NJ 08831 |Fax Number 609.395.7142

PLEASE ORDER BY: November 11, 2013

Equipment	Show Rate	Qty	Sub total
STANDARD LCD DISPLAYS			
24" Samsung LCD 1080p 16:9 DISPLAY	$275.00		
32" SAMSUNG LCD 1080p 16:9 DISPLAY	$395.00		
40" NEC MULTEOS™ 1080p LCD 16:9 DISPLAY	$625.00		
46" NEC MULTEOS™ 1080p LCD 16:9 DISPLAY	$850.00		
LARGE LED DISPLAYS			
70" SHARP 1080p LED 3D 16:9 DISPLAY/TV	$2995.00		
80" SHARP 1080p LED 16:9 HD DISPLAY/TV	$4250.00		
90" SHARP 1080p LED 16:9 HD DISPLAY/TV	$7250.00		
"NEW COMMERCIAL LED DISPLAYS - Ultrathin			
SAMSUNG ME-32B 32" Edge-lit LED 1080p HDTV	$450.00		
SAMSUNG ME-40B 40" Edge-lit LED 1080p HDTV	$695.00		
SAMSUNG ME-46B 46" Edge-lit LED 1080p HDTV	$1195.00		
SAMSUNG ME-55B 55" Edge-lit LED 1080p HDTV	$1425.00		
SAMSUNG ME-65 65" LED 1080p LED 1080p HDTV	$2395.00		
DESKTOP COMPUTER			
LENOVO M57e SFF CORE 2 2.6G DESKTOP	$195.00		
LENOVO M91p SFF i7 2600 4G,320G HD DVD RW	$350.00		
APPLE COMPUTER			
APPLE MAC MINI CORE 2.4GHz,4G,32G,NVIDIA	$225.00		
LAPTOP COMPUTER (HDMI)			
LENOVO T61 2.1GHZ,3GB,160G,DVD,CD±RW,802g	$250.00		
LENOVO TP T520 i5 2.5GHz,4G,500G,WIDE	$325.00		
LENOVO TP W520 i7 2.2GHz,8G,500G,FULL HD	$395.00		
TABLETS			
APPLE iPAD2™ 64GB WiFi+G3 9.7" MULTI TOUCH	$195.00		

Equipment	Show Rate	Qty	Sub total
SINGLE-TOUCH SCREEN DISPLAYS			
40" NEC MULTEOS™ 16:9 1080p TOUCH SCREEN	$1150.00		
46" NEC MULTEOS™ 16:9 1080p TOUCH SCREEN	$1350.00		
MULTI-TOUCH LCD DISPLAYS			
32" PLANAR Multi-Touch HD LCD (2pt)	$1350.00		
55" NEC P551 1080P LCD Multi-Touch Display (6 pt)	$3025.00		
70" NEC 1080p LCD Multi-Touch DISPLAY (6pt)	$9450.00		
103" PANASONIC Plasma w/Multi-Touch Overlay (6pt)	$15,995.00		
"NEW" COMMECIAL LED DISPLAYS *w/* MULTI-TOUCH *6-point OPTION*			
H.P. 21.5" LED BACKLIT LCD 1080p Multi-Touch			
PLANAR PXL2430MW 24" LED 1080p TOUCH (2pt)	$750.00		
SAMSUNG ME-32B 32" LED 1080p Multi-Touch (6pt)	$1025.00		
SAMSUNG ME-40B 40" LED 1080p Multi-Touch (6pt)	$1750.00		
SAMSUNG ME-46B 46" LED 1080p Multi-Touch (6pt)	$1950.00		
SAMSUNG ME-55B 55" LED 1080p Multi-Touch (6pt)	$2250.00		
SAMSUNG ME-65 65" LED 1080p Multi-Touch (2-pt)	$3250.00		
FLOOR STANDS			
DUAL POST STAND : 32" – 61" w Black Stretch Fabric	$175.00		
"HEAVY DUTY" DUAL POST STAND: 62"-90"	$300.00		
ALL-IN-ONE COMPUTER w/ Touchscreen Display			
H.P. TOUCHSMART CORE™2 2.26G,4G,23",LCD	$575.00		
SEAMLESS LCD PANEL	Modular Video Wall		
NEC X461un 46" 720p LCD SEAMLESS PANEL	$1695.00		
ADDITIONAL ITEMS			
Small Sound Pkg- 1 Wireless Mic, Mixer, Pair of Spkrs	$595.00		
Pair of Jolly Speakers	$295.00		
DVD Player	$125.00		
LCD Video Projector	$1200.00		
**BOOTH LIGHTING	CALL FOR PRICING		

Please Call for pricing and availability for any equipment not listed on this form

COMMENTS

BILLING INFO, ONSITE CONTACT & ORDER TOTALS ON NEXT PAGE

ORDER TOTALS

****Order is not confirmed until Confirmation Order # is sent back by NMR ****

SHOW CODE (NMR use only)	EAS13
Equipment	
DELIVERY / PICK-UP MINIUMUM CHARGE	$250.00
Installation /UNION FEE ***To be quoted, if applicable*	
SUB-TOTAL	
7% SALES TAX	
GRAND TOTAL	

DELIVERY

Delivery rate is $250 for all rentals up to $1000. Rentals more than $1000 must be quoted on a per order basis.

INSTALLATION

A representative from your company must be on hand to sign for equipment. Repeat deliveries and/or pick-ups are subject to an additional charge. Labor charges listed include initial delivery, installation, on-site service, and pick-up at your booth. **DRAYAGE NOT INCLUDED.**

PAYMENT

NMR requires payment in full at the time your order is placed. Payment includes but is not limited to Equipment Rental, Delivery and Tax.

CREDIT CARD

For your convenience, we will use this authorization to charge your credit card for your advance orders and any additional fees incurred as a result of on-site orders placed by your representative(s). These fees include any services provided by NMR, Inc. or charges we incur on your behalf.

CANCELLATION

Cancellation of rental equipment and services must be made 48 hours prior to delivery. No refunds will be made for any cancellations made less than 48 hours prior to delivery.

****UNION HANDLING & SET UP FEE *(if applicable)*****

Union fees will be based on local Union Jurisdiction and current rates. Delivery and Pickup times will also determine whether you are charged Straight Time, Overtime or Double Time. . Calculated rate will be sent back with your confirmation.

Send order to: NMR Staging & Events
28 Abeel Rd
Monroe Twp, NJ 08831

Or Fax to: (609) 395-7142
(ONLY CREDIT CARD ORDERS MAY BE PLACED BY FAX.)

* Notes: In venues where union participation is necessary, delivery and pickup times may vary depending upon availability of laborers.

EXHIBITOR INFORMATION

Company Name: _____

Booth #: _____ Booth Location: _____

Ordered by: _____ Phone: _____

Set Up Date: ____/____/____ Set Up Time Range : ____:____ AM PM thru ____:____ AM PM

Pick Up Date: ____/____/____ Pick Up Time Range : ____:____ AM PM thru ____:____ AM PM

On-Site Contact Name: _____ On-Site Contact Cell #: _____

Address: _____

City: _____ State: _____ Zip _____

Authorized Signature: _____

PAYMENT INFORMATION

(All orders must be confirmed by NMR Confirmation #)

Company Name: _____

Credit Card Number: _____ Exp. Date: _____/_____/_____

Billing Address: _____

City: _____ State: _____ Zip Code: _____

Authorized Signature: _____

Name on Card: _____

Email Address: _____

Ordered by: _____ Phone: _____ Fax: _____

☐ ☐ ☐ ☐ ☐

GARDEN STATE
EXHIBIT CENTER
50 ATRIUM DRIVE • SOMERSET, NJ 08873
Phone • 732-469-4000 fax • 732-563-4500

Booth #_____

BANNER & SIGN HANGING SERVICE ORDER FORM

All orders **MUST BE RECEIVED 10 DAYS PRIOR** to the first set-up day of the show and /or event accompanied with full payment and credit card information or **FLOOR PRICES** will be charged. No Refunds.
All orders must be accompanied by a credit card or check payable to: Garden State Exhibit Center, LLC.

BANNER & SIGN HANGING COSTS

	ADVANCE	FLOOR	QUANTITY	TOTAL
1' – 10' Banner	$75.00	$100.00	_____	$_____
11' – 20' Banner	$100.00	$125.00	_____	$_____
21' +	Call for Price			

NOTES:

1. Banner and signs are not permitted to be hung by exhibitors/vendors.
2. Exhibitors/vendors must fill out Credit Card information at the bottom of this form.
3. Banners will be hung during set up times ONLY, before event begins.
4. Banners will be taken down on last day of event, after event ends.

(Please Print)
NAME OF SHOW _____ DATES: _____

EXHIBIT NAME: _____ COMPANY NAME (if different from Exhibit Name): _____

BOOTH REPRESENTATIVE: _____ BOOTH # _____

ADDRESS: _____

CITY/STATE/ZIP: _____ TELEPHONE #: ( ) _____

I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any of the amount of these charges. I also agree that all charges contained in this amount are correct and any disputes or requests for copies of charges must be made within five days after my departure. I represent that I am authorized to bind the indicated company or association.

CARD MEMBER NAME (as it appears on the card): _____

EXPIRATION DATE: _____/_____/_____ MC(*) ☐ VISA ☐ AMEX ☐

ACCOUNT NUMBER: _____ *If using MasterCard indicate the four numbers above your name here. → _____

AUTHORIZEDSIGNATURE _____ Date _____

Please return via fax to 732-563-4500

CLEANING ORDER FORM

GARDEN STATE EXHIBIT CENTER

50 ATRIUM DRIVE • SOMERSET, NJ 08873

Phone 732-469-4000
Fax 732-563-4500

SHOW NAME _____

SHOW DATES _____

BOOTH NUMBER _____

All orders must be accompanied by a credit card or check payable to:

Garden State Exhibit Center, LLC

To ensure your booth is show-ready, specify your requirements below. Should you require other service or have any questions call us at the number above. All orders **MUST BE RECEIVED 10 DAYS PRIOR** to the first set-up day of the show and /or event accompanied with full payment and credit card information or **FLOOR PRICES** will be charged. No refunds.

	ADVANCE	FLOOR	# of Day(s)	Circle Days Needed	TOTAL
Booth Cleaning per day (0-100 square feet)	$35.00	$50.00	_____	Mon Tues Wed Thurs Fri Sat Sun	$_____
Booth Cleaning) per day (101-300 square feet)	$65.00	$90.00	_____	Mon Tues Wed Thurs Fri Sat Sun	$_____
Booth Cleaning) per day (301-500 square feet)	$125.00	$160.00	_____	Mon Tues Wed Thurs Fri Sat Sun	$_____
Booth Cleaning) per day (500-800 square feet)	$225.00	$300.00	_____	Mon Tues Wed Thurs Fri Sat Sun	$_____

NOTES:
1. All above services include vacuuming of booth and trash removal ONLY. Booth cleaning is done in the A.M. only
2. Exhibitors must fill out Credit Card information at the bottom of this Cleaning Order Form.

EXHIBIT NAME: _____ COMPANY NAME (if different from Exhibit Name): _____

BOOTH REPRESENTATIVE: _____ BOOTH # _____

ADDRESS: _____

CITY/STATE/ZIP: _____ TELEPHONE #: (_____) _____

I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any of the amount of these charges. I also agree that all charges contained in this amount are correct and any disputes or requests for copies of charges must be made within five days after my departure. I represent that I am authorized to bind the indicated company or association.

CARD MEMBER NAME (as it appears on the card): _____

EXPIRATION DATE: _____/_____/_____ MC(*) ☐ VISA ☐ AMEX ☐

ACCOUNT NUMBER: _____

AUTHORIZEDSIGNATURE _____ Date _____

Please return via fax to 732-563-4500

ELECTRICAL ORDER FORM

SHOW NAME _____

SHOW DATES _____

BOOTH NUMBER _____

Garden State Exhibit Center

50 Atrium Drive, Somerset, NJ 08873
Phone 732-469-4000
Fax 732-563-4500

All orders must be accompanied by a credit card or check payable to:
Garden State Exhibit Center, LLC

SCHEDULE OF PRICES FOR ELECTRICAL REQUIREMENTS

All orders MUST BE RECEIVED 10 DAYS PRIOR to the first set-up day of event, accompanied with full payment or FLOOR PRICES will be charged.

LIGHTING AND UTILITY OUTLETS	Advance	Floor	**Sketch of booth if possible**	Quantity		Total
Minimum 500 Watts	$95.00	$125.00				
501 – 1000 Watts	$131.00	$161.00				
1001-1500 Watts	$149.00	$179.00				
1501 – 2000 Watts	$165.00	$195.00				
120 Volt-20 AMP Line	$250.00	$290.00				
Extension Cords/Power Strips	$26.00	$30.00				
100 Watt Clip on Light (electric not included)	$30.00	$35.00				
500-Watt Tripod Flood Light (electric not included)	$50.00	$65.00				

20 Amps and over require an installation appointment, please contract the Office Manager @ 732-469-4000 ext. 101. Labor is *not* included in the price. All appointments must be kept at the assigned time, a delay of 15 minutes or more will result in additional labor costs.

MOTOR AND EQUIPMENT OUTLETS	208 Single Phase	208 Single Phase	208 Three Phase	208 Three Phase	480 Volts Three Phase	480 Volts Three Phase	Quantity		Total
	Advance	Floor	Advance	Floor	Advance	Floor			
20 AMPS	$348.00	$465.00	$400.00	$559.00	$600.00	$740.00			
30 AMPS	$406.00	$553.00	$463.00	$656.00	$650.00	$800.00			
50 AMPS	$467.00	$608.00	$520.00	$740.00	$700.00	$860.00			
60 AMPS	$517.00	$702.00	$570.00	$814.00	$980.00	$1210.00			
80AMPS	$579.00	$797.00	$645.00	$928.00	$1540.00	$1910.00			
100 AMPS	$677.00	$990.00	$744.00	$1149.00	$1630.00	$2025.00			
200 AMPS	$1173.00	$1684.00	$1307.00	$2049.00	$1705.00	$2115.00			

Add. Labor 20 amps & over $79.00 Per Hr.	**_____Hrs (Min 1hr.) x**	**_____Total Rate**	**Additional Labor Cost**	_____

24 HOUR SERVCE FOR FREEZERS, REFRIGERATION, ETC. (+50%) **$**	**TOTAL REMITTED** **$**

Company Name: _____

Exhibit Name: _____

Representative: _____

Address: _____

City/State/Zip: _____

Phone Number: _____

NO TELEPHONE ORDERS ACCEPTED

ALL ORDERS ARE NON-REFUNDABLE

REMOVAL OF ANY CORDS OR POWER STRIPS OR ANY CONVENTION CENTER PROPERTY WILL RESULTS IN A CHARGE TO YOUR ACCOUNT

NJ STATE TAX IS INCLUDED ON ALL ORDERS

I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any of the amount of these charges. I also agree that all charges contained in this amount are correct and any disputes or requests for copies of charges must be made within five days after my departure. I represent that I am authorized to bind the indicated company or association.

Account Number _____

Card Member Name: (as it appears on card)_____
Expiration Date:_____/_____/_____ MC VISA AMEX

Authorized Signature_____ Date_____

Electrical Service Order Rules and Regulations

*Motor and Equipment prices (20 amps and above) (connect and disconnect) include material, Labor Cost additional. These prices do not include 24 hour service. If you wish to have 24 hour service hook-up on your equipment, please add 50% of your total amount for power. The exhibit Center has the right to turn all power off after show hours unless 24 hour service has been arranged and paid for in full.

GENERAL CONDITIONS

CUSTOMER WILL BE RESPONSIBLE FOR FULL PAYMENT BEFORE INSTALLATION

All orders must be received ten days prior to show and accompanied with full payment or they will be considered as late orders.

Late orders will be subject to floor price and possible delayed installation.

All orders are non-refundable

The Exhibit Center cannot be responsible for any damage to customer's equipment due to fluctuating voltages in the Exhibit Area.

Service will be supplied to equipment in the manner most convenient to The Garden State Exhibit Center, L.L.C. Each outlet supplied has a standard 3-pronged receptacle. It shall be the responsibility of the exhibitor to supply any adapters which may be necessary. (Each motor of 3-hp or more must be equipped with a fusible switch)

To facilitate installation, exhibitor must have all specific requirements available. Please be specific and list additional instruction below.

Garden State Exhibit Center, LLC. will not be liable or responsible for any loss, damage, or expense sustained or incurred by reason of any change, failure, interference, disruption, or defect in the supply or character of the electric energy furnished to the exhibit, or if the supply or character of the electrical energy supplied is not suitable for the exhibit's requirements.

RULES AND REGULATIONS

All material and equipment furnished by the Center for this service shall remain the Center's property and shall be removed only by the Center at the close of the show.

All column and permanent building utility outlets are not part of booth space and are not to be used by Exhibitors.

All equipment, regardless of source of power, must comply with all federal, state and local statues, laws, ordinances, safety codes, rules and regulations.

All equipment, regardless of source of power, must be U.L. listed.

Use of electrical services must not exceed, in voltage, amperage, wattage, or overall load or usage, that requested on the Electrical Order Form.

SPECIFIC INSTRUCTIONS AS AUTHORIZED BY EXHIBITOR/REPRESENTATIVE

GARDEN STATE EXHIBIT CENTER

50 ATRIUM DRIVE • SOMERSET, NJ 08873
Phone • 732-469-4000 **Fax • 732-563-4500**

Booth #_____

Booth Name: _____

FLORAL ORDER FORM

All orders must be paid in full prior to the show. No Refunds. **All orders must be accompanied by a credit card or check payable to: Garden State Exhibit Center, L.L.C.**

Rental price includes: Decorative container, top dressing, professional maintenance & installation..
Special Services are available for hospitality suite, award banquets, and VIP room deliveries.

ITEM	PRICE	QUANTITY	TOTAL
Flower Arrangement (Table Top)	$60/70/80	_____	_____
Tall Vase Design	$70/$80/$95	_____	_____
Basket Design	$65/$75/$85	_____	_____
Rentals:	**($10.00 Pick up Fee will be charged)**		
2 Foot Green Plants	$60.00 each	_____	_____
3 Foot Green Plants	$70.00 each	_____	_____
Dish Gardens	$55/$70/$80	_____	_____
Boston Ferns	$60.00 each	_____	_____

Larger plants are available by special order and are priced accordingly. 7-10 days notice required.

(Please Print)
NAME OF SHOW: _____

SHOW DATE: _____

EXHIBIT NAME: _____

COMPANY NAME (if different from Exhibit Name): _____

BOOTH REPRESENTATIVE _____

ADDRESS _____ CITY/STATE/ZIP: _____

TELEPHONE #: _____

SubTotal: _____

Delivery: **$10.00**

Pick Up Fee: (Rentals) _____

7% Sales Tax: _____

TOTAL: _____

I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any of the amount of these charges. I also agree that all charges contained in this amount are correct and any disputes or requests for copies of charges must be made within five days after my departure. I represent that I am authorized to bind the indicated company or association.

CARD MEMBER NAME (as it appears on the card): _____
EXPIRATION DATE: _____/_____/_____ MC ☐ VISA ☐ AMEX ☐

ACCOUNT NUMBER: _____

AUTHORIZEDSIGNATURE: _____ Date: _____

Please return via fax to 732-563-4500

Revised 8/09

Garden State Convention Center
50 Atrium Drive
Somerset, NJ 08873

Exhibitor Hospitality * Food & Beverage

Event Name: _____ **Booth#**_____ **Site Contact**_____

Date of Service: _____

Must receive 10 days prior to the first day of set up day of the show and /or event accompanied with full payment and credit card information.

All orders must be accompanies by a credit card or a check payable to: GS Expo Cafe, LLC

ITEM		Quantity	$Total
COFFEE SERVICE includes all needed condiments: cups, creamers sugar, equal, napkins and stirrers:			
Coffee Brewed Regular or Decaf	$29.00 per gallon	_____	_____
Tea - Regular – Decaf – Herbal	$29.00 per gallon	_____	_____
Includes all needed condiments: Coffee cups, creamers, sugar equal, napkins and stirrers			
**Minimum of 3 gallons for initial set-up*			
Cold Beverage Options			
Bottled beverages			
Coke, Diet Coke, Sprite, Iced Tea	$2.25 each	_____	_____
16 oz. Bottles Spring Water	$2.00 each	_____	_____
8 oz. Bottles Spring Water	$1.00 each	_____	_____
10 oz. Individual Fruit Juices	$1.50 each	_____	_____
Iced Tea or Lemonade by the Gallon	$14.00 per gallon	_____	_____
Dessert Trays and Platters			
Chocolate Chip, Oatmeal,	$16.00 per dozen	_____	_____
Chocolate Macadamia Nut and Sugar Cookies			
Brownie, Blondie, or Dessert Bars	$18.00 per dozen	_____	_____
Mini Danish, Donuts, and Muffins	$18.00 per dozen	_____	_____
(Includes butter, cream cheese and jelly)			
Assortment of Bagels	$16.00 per dozen	_____	_____
(Includes butter, cream cheese and jelly)			
Mini Italian Pastries	$21.00 per dozen	_____	_____
Cannoli – Chocolate Éclair – Cream Puff			
All trays served with needed condiments and paper goods			
Finger Foods			
Vegetable Crudités serves 10-12	$24.00 per platter	_____	_____
Cheeseboard Platter	$24.00 per platter	_____	_____
Deli Sandwiches on Mini Kaiser Rolls for 15 - 20	$45.00 per platter	_____	_____
Roast Turkey Brest with provolone cheese, Seasoned			
Roast Beef with Swiss, Virginia Baked Ham with Cheddar			
Cheese, prepared with lettuce Tomato and Leaf Lettuce			
Assorted Sandwich Wraps for 15 - 20			
Grilled Chicken Wrap, Turkey with Cranberry Relish,			
Season Tuna Salad Wrap and Grilled Vegetable Wrap.	45.00 per platter	_____	_____
Antipasto Platter	$7.95 person	_____	_____
	Minimum 10 people		
Genoa Salami – Pepperoni – Imported Provolone – Roasted Red Peppers			
Olives – Marinated Mushrooms – Marinated Artichokes			
Fresh Bocconicini Mozzarella with fresh basil			
Cherry Tomatoes			
Served with Toasted Baguettes			

Deluxe Bread & Cheese Platter	$ 5.95 per person Minimum 10 people	_____	_____
Cheddar Spread – Sundried Tomato Spread Garden and Herb Spread Served with a variety of Seasoned Bread Sticks – Sour Dough Fococcia Wedges French Bread – Supreme Flat Breads			
Shrimp Platter	$7.50 per person	_____	_____
Jumbo Shrimp served on bed of lettuce with lemon and cocktail sauce 4 shrimp per person			
Buffalo Wings			
	Medium (50-60) $40.00	_____	_____
	Large (100 – 120) $75.00	_____	_____
Hot and spicy chicken wings Served with blue cheese dressing and celery sticks			
Rental Options: Delivered to booth ready to serve			
Tabletop Popcorn Machine: Includes popcorn, oil and popcorn cups	$175.00 per day	_____	_____
Pretzel Machine	$95.00 per day	_____	_____
Pretzels Delivered ready to serve	$1.50 each	_____	_____
	Subtotal		_____
	7% sales tax		_____
	19% service charge		_____
	Total		_____

Substitutions may occur

Please complete 1 order form for each day you are requesting service

We would be happy to design a menu to suit your particular needs. Payment (check, American Express, MasterCard or Visa) is required in advance of scheduled. The customer is required to make available any electrical outlets needed to provide service, including any decorator items. The Garden State Convention Center has exclusive rights to sell food and beverage in the Center. Food and/or beverages from outside vendors are prohibited. This rule will be strictly enforced. For additional information, please contact our Food & Beverage Director at 732-469-4000.

NEW OF EVENT_____EVENT DATES_____

COMPANY NAME_____

BOOTH REPRESENTAIVE: _____Booth #_____

ADDRESS_____CITY/STAE/ZIP_____

I AGREE THAT MY LIABLILITY FOR THIS BILL IS NOT WAIVED AND I AGREE TO BE HELD PERSONALLY LIABLE IN THE EVENT THAT THE INDICATED PERSON, COMPANY OR ASSOCIATION FAILS TO PAY ANY OF THE AMOUNTS ARE CORRECT AND ANY DISPUTES OR REQUESTS FOR COPIES OF CHARGES MUST BE MADE WITHIN FIVE DAYS AFTER MY DEPARTURE. I RESPRSENT THAT I AM AUTHORIZED T BIND THE INDICATED COMPANY OR ASSOCIATION.

Please note: 3.5% processing fee will automatically added to billing total

Card member name: _____

Expiration Date_____/_____/_____ MC_____ VISA_____AMEX_____

Account Number_____

AUTHORIZED SIGNATURE_____

GARDEN STATE
EXHIBIT CENTER
50 ATRIUM DRIVE • SOMERSET, NJ 08873
Phone • 732-469-4000 fax • 732-563-4500

Booth #_____

TELEPHONE SERVICE ORDER FORM

The exhibitor telephone service rate shown below consists of one telephone line and one touch-tone desktop instrument. Should you require other service or have any questions call us at the number below. All orders **MUST BE RECEIVED 10 DAYS PRIOR** to the first set-up day of the show and /or event accompanied with full payment and credit card information or **FLOOR PRICES** will be charged. No Refunds.
All orders must be accompanied by a credit card or check payable to: Garden State Exhibit Center, L.L.C.

SHOW INSTALLATION & SERVICE CHARGE PER LINE

	ADVANCE	FLOOR	QUANTITY	TOTAL
Direct Lines:	$200.00	$275.00	_____	$_____

NOTES:

1. Direct Lines have no long distance carrier and are for local or 800 numbers only.
2. Exhibitor must pick-up phone from, and return phone to, the Convention Center Executive Office. Failure to do so will result in additional charges.
3. Exhibitors must fill out Credit Card information at the bottom of this telephone form.
4. Phone lines will be centrally located at the rear of the booth.
5. Center phone equipment will be provided on the first come first served basis. If unable to fill the request, the Center will place the order with XO Communications, time permitting. There may be additional expenses.

(Please Print)
NAME OF SHOW _____ DATES: _____

EXHIBIT NAME: _____ COMPANY NAME (if different from Exhibit Name): _____

BOOTH REPRESENTATIVE: _____ BOOTH # _____

ADDRESS: _____

CITY/STATE/ZIP: _____ TELEPHONE #: ( ) _____

I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any of the amount of these charges. I also agree that all charges contained in this amount are correct and any disputes or requests for copies of charges must be made within five days after my departure. I represent that I am authorized to bind the indicated company or association.

CARD MEMBER NAME (as it appears on the card): _____

EXPIRATION DATE: _____/_____/_____ MC(*) ☐ VISA ☐ AMEX ☐

ACCOUNT NUMBER: _____ *If using MasterCard indicate the four numbers above your name here. → _____

AUTHORIZEDSIGNATURE _____ Date _____

Please return via fax to 732-563-4500